



Parent's Day Out

Parent Handbook

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Dear Parent(s)/Guardian(s),

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. The best assurance of success for your child's experience is the close cooperation and understanding between parents and staff. This handbook is prepared so 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.

Blessings,
Amanda Pflughaupt
Parent's Day Out Director

*"And Jesus took the little children in His arms,
put His hands on them and blessed them." Mark 10:16*

PURPOSE

The Parent's Day Out (PDO) is operated by First Baptist Church as a part of the children's ministry, for children ages six months through pre-kindergarten and their families.

PHILOSOPHY

First Baptist Church Parent's 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, make friends, develop security and independence in the world outside the home, and learn to cooperate with children and adults.

CURRICULUM

The name of the Bible curriculum used at FBC PDO is Gospel Light's *My Great Big God* and *Little Blessings*. Projects and activities are scheduled every day. Your child will participate in various 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
- age-appropriate math, science, reading, and much more!

ADMINISTRATION

The Parent's Day Out program is operated under the supervision of the children's minister (Ginger Andrews) and Parent's Day Out director (Amanda Pflughaupt).

ENROLLMENT

Children are enrolled on a first come basis without regard to race, creed, or religious background. We accept children ages six months through pre-Kindergarten. Class sizes are limited based on maintaining appropriate teacher/student ratios. A waiting list is maintained for children/families wishing to enroll once enrollment limits are reached. Enrollment is complete when the following items are received by PDO:

1. Completed Enrollment Forms
2. Registration Fee (per child, non-refundable, and non-transferable)
3. Parent Handbook Acknowledgment with signature

Note: Drop-ins are not accepted.

REGISTRATION AND TUITION

School Year Registration \$100.00

Monthly Tuition \$190.00

All registration fees are **non-refundable, non-transferable** and **per child**.

We are a self-sufficient program and are unable to give refunds for absences. **Tuition is due by the 1st of each**

month. A late fee of \$25.00 will be assessed if tuition is not received by the 5th of each month. Please make all checks payable to “First Baptist Church” with “PDO” in the memo line. You may also pay online at www.firstcorpus.org, click on “Giving”, under “Purpose” choose Parents Day Out, include child’s name in the comment box. Tuition is \$190 per month regardless of the number of days in session, \$380 for two children, and \$570 for 3 children. The tuition is based upon a 34-week school year.

WITHDRAWAL FROM PDO

Parents are responsible to give the PDO Director **TWO WEEK** written notice of intent to withdraw their child. Written notification should include the child’s name and date of withdrawal. No refund of tuition or fees will be given. EXAMPLE: If your child’s last day is March 31st, we must have a written notice of intent to withdraw by March 17th. Please pick up a Withdrawal Form from the PDO office.

Parent’s Day Out reserves the right to remove any child from the PDO program who is unable to participate in group experiences, excessive biting, excessive hitting, or scratching or whose payments are not current. A conference will be scheduled with the parents to discuss the situation prior to removal. No refund will be given if the child is asked to leave the program.

TRIAL PERIOD

The first 30 days of your child's enrollment will be regarded as a trial period. Each child responds differently to a new environment, new children/providers, and mom/dad's absence. We are patient and good at what we do, so most of the time this is a non-issue. However, there are rare times in which we must consider the well-being of the group. If for whatever reason, either party feels our childcare may not be the best fit, either party reserves the right to utilize this time period as a trial and withdraw the child from care.

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 is no later than 2pm.**

Drop Off

We ask that you use the **Main Entrance in the central parking lot (under the "Welcome Home" sign)** between *9:00 am and 9:15 am* to enter the building. If you arrive after 9:15 am, you may ring the doorbell once to alert a staff member of your presence.

A parent/guardian must deliver the child to 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.

It is important that your child attends regularly and on time. Being on time helps the class stay on task. Attending regularly helps your child adjust quickly and be comfortable at PDO.

If your child is absent or will be absent, please let us know by calling or emailing PDO.

Be sure to schedule any meetings necessary with the PDO director to ensure entrance to the building outside of drop off and pick up times.

Pick Up

Children will be packed and ready for pick up **from their classroom** between 1:45 pm and 2:00 pm. ***If a child needs to be picked up outside of this window, the parent/guardian can ring the doorbell once to alert a staff member of your presence.*** Please inform the PDO director or your child's teacher if an early pick up is desired so the child is packed and ready to depart.

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

EMERGENCY CLOSINGS

We follow CCISD's emergency closing policy. You may also call the church at 361-888-8228. Please your class GroupMe for school closures, weather updates, reminders, articles, etc.

ILLNESS

Children must be kept home if they have fever, severe coughs, vomiting, diarrhea, unexplained rash, or other symptoms of a contagious disease. **Children are able to return to PDO upon being fever-free and symptom-free for 24 hours (unless verified by a physician's note).** 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 or nits shall be permitted to attend PDO until all head lice and nits are removed. Once the child is sent home, it is the parent's responsibility to remove the head lice and nits in the child's hair as well as in the living environment. If this is not done, the child can be re-infested.

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 and sunscreen. Please administer and/or apply any medication prior to drop off.

CLOTHING

Please select clothes which is practical, durable, and easily managed by the child. Children who play on the playground may come into contact with hot surfaces; please send children with shorts under skirts/dresses to avoid possible burns. We ask that you send an extra set of clothing in case of an accident.

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

FOOD

Each child will be required to bring his/her own lunch **and** snack. Please send items that are ready to be eaten; a microwave is not available to warm food. Children are not allowed to share lunch items. The children should bring their own juice or drink. Children should bring a spill proof, **labeled** sippy cup or water bottle that they can handle. Usage of the water fountain will be discouraged, except for refilling of their own cup.

- 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.

PDO is a perfect opportunity to send new items for your child to try; however, send at least one item that your child will eat.

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 misplacement of the toys. Children in the older classes may bring something to share for the letter of the week’s show and tell (ex. D – Dog, K – Kite, etc.)

NAP AND REST TIME

Infants: Naps will be on each child’s individual schedule.

Toddlers (One- and Two-year-olds): Naps and rest will be provided after lunchtime or per the child’s individual need. A child who has rested for 30 minutes but is unable to fall asleep will be guided to participate in quiet activities such as reading a book or playing with puzzles.

***Children in the toddler classes will be required to provide a LABELED sleeping mat. Mats will be sent home weekly to be washed.**

PARTIES

We love to celebrate birthdays at PDO. You may send cookies, goodie bags or cupcakes; all items must be individually wrapped, and we will send one home with each child to be enjoyed at the end of the day.

Please coordinate with your child's teacher if you would like to include the class in celebrating your child's birthday. Please check with your child's teacher regarding any allergy concerns in your child's class.

CELEBRATION SCHEDULE:

To encourage an understanding of holidays and to celebrate the end of units, PDO will acknowledge:

- Costume Day – The children may wear a costume, but please refrain from wearing anything scary.
- Christmas celebration – The children will exchange an age-appropriate book with their class.
- Valentine's celebration – The children may exchange Valentine cards with their class.
- Easter celebration – The children will have an egg hunt.
- Petting Zoo Day- The children will be able to pet and interact with farm animals at PDO. Children will be encouraged to wear Western style clothing on this day.

More detailed information will be sent out prior to these events and others.

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 behaviors 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 uncooperative or harmful behavior to oneself or others. (Example: biting, hitting, scratching, screaming, throwing items, 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 based on age.

Example: 3-year-olds will be in time out for 3 minutes. 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 may be scheduled. If behavior is not resolved, a child may be removed from the PDO program.

BITING/HITTING/SCRATCHING:

All biting/hitting/scratching incidents will be documented.

Excessive Biting/Hitting/Scratching could result in suspension from the PDO program.

When Biting/Hitting/Scratching Does Occur:

For the child that was bit/hit/scratched:

1. First aid will be given to the bite/hit/scratch. If the skin is broken, bruised, or leaves a significant mark, the bite/hit/scratch will be examined by the director and covered with a bandage.
2. Parents will be notified immediately if the skin is broken, bruised, or leaves a significant mark, otherwise they will be notified at pickup time.
3. An incident form will be filled out documenting the incident.

For the child that bit/hit/scratched:

1. The child will be separated from the situation and told firmly that biting/hitting/scratching is not allowed. Very little attention will be given to the biter/hitter/scratcher concerning this action, more attention will be given to the child bitten or hit or scratched.
2. The parents will be notified at pick-up time. Parents will also be notified about biting/hitting/scratching attempts.

When Biting/Hitting/Scratching Continues (2nd and 3rd Bite/Hit/Scratch): The child will be observed, occurrences and behavior will be documented. Staff will shadow the biter/hitter/scratcher to try to prevent the behavior from occurring and look for patterns in this behavior. A conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. Keeping consistency at both home and PDO will allow us to work together to reduce the amount of biting, hitting, and scratching. The Director may ask to keep your child at home the following day PDO is in session. No refunds will be given on days when asked to stay home.

If a child inflicts a bite, hit, or scratch again (**4th time**) the child will be removed from the PDO program. NO REFUNDS OF FEES OR TUITION WILL BE ISSUED. We want all children to be safe, learn, and have fun at PDO.

Some things that might help to minimize biting/hitting/scratching are:

- Provide lots of language such as “Biting/Hitting/Scratching hurts”, “We use our teeth for food.”, “We use gentle hands.”, “We hurt our friends when we use rough hands.” and/or “Our Mouths are for eating.”
- Provide frozen teething rings for those who need to chew on something and/or model appropriate hand motions.
- Provide opportunities for children to learn simple sign language to communicate their needs.
- Read the book Teeth are Not for Biting by Elizabeth Verdick and/or Hands are Not for Hitting by Martha Agassi.
- Provide children crunchy foods at snack and mealtimes (pretzels, carrot sticks, dry cereal, etc.) to help relieve the oral sensory of crunching and biting.

PDO wants to help your little one through this phase. Please be sure to inform the teacher of any language or actions being used at home to help curb the biting.

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.

PARENT EXPECTATIONS

Please present any concerns to your child's teacher or to the director. Refrain from posting grievances related to the Parent's Day Out program on social media. It is our desire to resolve any issues with a Christ-like approach. All parties involved should display mutual respect; we are to model the behavior that we expect from our children.

FINAL ENCOURAGEMENTS

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

1. Make sure your child attends regularly, except for 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 teachers 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 with 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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