



kids
@FIRST
LEARNING
CENTER

PARENT HANDBOOK

Kids@First Learning Center is dedicated to providing a loving and educational environment where children can grow both academically and spiritually.

At Kid's@First, we believe in fostering a strong foundation of faith in every child. Our passionate team is committed to partnering with parents to plant seeds of faith and watch them flourish as children experience the love and grace of God.

Blessings,
The Kids @ First
Learning Center Team

**KIDS @ FIRST LEARNING CENTER
PARENT HANDBOOK**

2100 Main Street
Madison, MS 39110

601.856.8542
601.790.2267

Center Hours:

Monday - Friday
7:00 AM - 6:00 PM

Jason Holmes
Family Equipping Pastor
JHolmes@FBCMadison.org

Sue Hall
Director
SHall@FBCMadison.org

Dodie Davis
Assistant Director
DDavis@FBCMadison.org

MISSION STATEMENT

Kid's @ First Learning Center was established to meet the physical, mental, social, emotional, and spiritual needs of children of working parents in our community.

PURPOSE AND PHILOSOPHY

The philosophy of Kid's @ First Learning Center is to extend the ministry of First Baptist Madison by providing an environment that encourages the educational and spiritual development of children enrolled in the program. We want to help parents plant seeds of faith into the life of each child and then watch God grow them in faith.

CURRICULUM

A planned curriculum is offered for all ages appropriate to each stage of development. Thematic in nature, the curriculum includes activities encouraging mental, social, emotional, and spiritual growth. We want to provide each child with a Christ-centered, hands-on learning environment.

Activity centers and multi-sensory experiences provide opportunities to be introduced to the alphabet, counting, shapes, and colors. A daily review of days of the week & months of the year is included in group time.

Our three and fours will be using ABECKA Bible curriculum along with their own bible work book that helps our three and fours with the skills to get them ready for kindergarten.

Kids @ First provides a rich learning environment. More importantly, we want to help parents plant seeds of faith into the life of each child. At Kids @ First we strive to make sure every child knows he is loved and accepted as an individual and valued as a child created by God.

GENERAL INFORMATION

Ages	Eight weeks through fifth grade
Hours	7:00am to 6:00pm
	8:30am-9:00am; Morning Group Time
	9:00am-9:30am; Chapel or Music
	9:30am-11:00am; Preschool Learning Time
	11:00am-12:00pm; Lunch
	12:00pm-2:00pm; Nap
	2:30pm-6:00pm; After School Care

Holidays (closed)

MLK Day	Good Friday
Memorial Day	4th of July
Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve
New Year's Day	Teacher Training Day: Last Friday in July; also Open House

If the holiday falls on a Saturday or Sunday, the closing will be observed on the preceding Friday and following Monday. Parents will be notified in advance.

ENROLLMENT REQUIREMENTS

Before admission to our center, the following must be on file in the office.

- A. Application - Registration form and a non-refundable registration fee.
- B. An updated immunization record including the child's name, date of birth, address, dates of each immunization and the name of the health provider.
*In order to protect the children in our center (Infants-Fours) against childhood illnesses, we will only accept updated 121 forms stating that children have been fully vaccinated. We do not, at this time, accept religious exemptions. We will review all medical exemptions (122 forms) on a case-by-case basis. The decision to accept a medical exemption will be at the discretion of the director.
- C. Parent-Center Agreement
- D. Field Trip Permission Form
- E. Pick-Up Permission Form
- F. Photo Permission Form
- G. Child Care Emergency Contact Information
- H. Allergies
- I. Procure App: Download from the App Store or Play Store and input banking information

An orientation conference with the director is required prior to the child entering the program. At this time, a handbook will be given and the policies and procedures of the program discussed.

Parents currently in the center will not be guaranteed a space in the Center for a newborn or sibling. Consideration and priority will be given but is not guaranteed.

PAYMENT INFORMATION

- Child care tuition will be drafted Monday morning, every two weeks using the Procure system. **THERE IS A \$40 OR CREDIT CARD DECLINED FEE** for any insufficient funds.
- Children whose accounts are past due for two weeks or more will be dropped from the center's enrollment.
- Should an emergency arise causing you to be unable to pay tuition at the due time, please call the center on the date due and make the necessary arrangements.
- Expenses continue whether a child is present or absent. **Tuition is due even in the absence of a child.**

THERE WILL BE NO REDUCTION FOR DAYS MISSED, HOLIDAY, SNOW OR ICE DAYS.

REGISTRATION FEE

*There is an annual enrollment fee per child.

WITHDRAWAL INFORMATION

- A two week notice should be given in writing before withdrawing a child from the center. Withdrawal forms are located at the desk.
- If you withdraw your child at anytime during the year, **you are not guaranteed a space** if you want to return.

PARENT PARTICIPATION

Our children really enjoy parents participating in their group activities. If you have time during the year for assisting with an activity, please advise your child's teacher or contact the office. Resource persons (parents) and resource materials are always appreciated by the students and teachers. If your child or family has any items to share relating to our units of study or just of interest, notify the teacher. If you have a hobby you would like to share with the children, notify the office or your child's teacher.

ARRIVAL AND DEPARTURE

Center Hours: M-F 7:00-6:00 PM • Child pickup no later than 5:55 PM
The center opens at 7:00am. Children are not allowed in the building before 7:00am. Please drop off your child(ren) by 9:00 am (with exceptions). The center closes at 6:00pm. For security, front doors are locked and require a staff member to let you in. Once inside, parents can use their 5-digit code.

Your child should be taken to his classroom each morning and sign in with full name. Parents are responsible for signing their child in and out of the center. The teacher will have the sign in sheet. Only adults will be allowed to pick children up. Parents need to sign in & out daily. You need to sign your first and last name, not just initials.

*Children will not be allowed to be dropped off at or during nap time. This is disturbing to the class and cause children to become upset. Please schedule d appointment before or pick up yoior child before nap time.

Parents are welcome at all times in the center. Welcome access shall be defined as a parent having access to areas of the facility available to his/her child and non-disruptive to normal day activities. Anyone other than the parent must report to the Front Desk.

You will need to notify the office in writing if there is a need for someone else to pick up your child by filling out the Pick Up Form from the Front Desk. The person picking up your child must be listed on the Emergency Card to pick up list on the application forms. The person picking up must stop at the front desk and show identification. He/she will be given a pass to give to your child's teacher. **PARENT'S, PLEASE DO NOT ALLOW YOUR CHILD TO RUN IN THE HALLS.** We are teaching them to walk in the hall and to use an "inside voice".

When leaving the center please hold your child's hand through the parking lot and to your car and always buckle children in the back seat. Kid's @ First Learning Center will not release a child to an intoxicated parent.

Please pick up your child by 6:00pm. The teacher has faithfully cared for your child; your child has enjoyed his care at our center. Everyone is ready to go home by 6:00pm and should be able to leave at the predetermined time. It is the parent's responsibility to see that his child is away from the center by 6:00pm.

Late fee of \$20.00 will be charged for the first five (5) minutes after 6:00pm and \$2.00 per minute thereafter. After trying to contact the parent or authorized person to pick up the child, the center reserves the right to release the child to the Madison Police Department.
INCLEMENT WEATHER

In case of inclement weather, the center will close based on the weather information at the time by the National Weather Service and local weather information.

If the Madison County Schools close during a school day, parents are asked to pick up the child from daycare as soon as possible. This will allow our staff to get home safely.

Notifications about closings will be sent using the Procare app. Please make sure your notification settings are turned on to receive these.

ABSENCES

If your child is going to be absent, please notify the office. If your child is going to be late, please notify the office by 9:00am so he can be counted for lunch.

Parents of school age children should call to notify the center if your child will not be on the Van.

Children should not be brought to the center with a fever. Giving them medicine can possibly mask a contagious condition and spread throughout the center. Children must be fever free for 24 hours before they can return to the center. A written doctor's excuse is required for children who have contagious illnesses (strep throat, staph infection, hand-food-and-mouth disease, RSV, flu, etc.)

MEDICINE

Teachers are NOT allowed to give medicine. The Center will only give medicine with a written doctor's excuse.

HEALTH

A health check is made each day as the child arrives in the morning. You are urged to keep your child at home if there seems to be any signs of illness. This is for his/her own good as well as for the protection of the other children in the group.

Parents will be called to come for the child if he has any of the following:

- A. Fever of 100 degrees under the arm on second reading at least thirty minutes from first reading.
- B. Diarrhea (more than one abnormally loose stool back to back within 15 minutes)
- C. Severe coughing
- D. Labored or rapid breathing

- E. Yellowish tint to the skin or eyes
- F. Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge of pus
- G. Vomiting
- H. A child is consistency crying and isn't calming down.

You will be expected to come for your child immediately if he becomes ill while at the center. If your child has a communicable disease, the director should be notified as soon as possible. When returning to the center, a statement from the doctor should state that the child is no longer contagious and is ready for day care.

FOOD

Parents of children who cannot eat regular table food are responsible for furnishing baby food, formula and juice. All bottles and baby food must be premixed. All necessary baby food, bottles and pacifiers should be properly labeled with child's first and last name. Glass bottles are not allowed. Bring written instructions concerning feedings.

Mississippi State Department of Health regulations state that no homemade baby food is allowed.

All children, including toddlers and twos, will eat breakfast in cafeteria from 8:00-8:20 am.

If your child has a food allergy, please provide a written note from your child's doctor and discuss the accommodations with the director and their teacher.

We offer an excellent breakfast, lunch, and snack. Menus are posted at the front desk and are approved by the Mississippi State Board of Health.

DO NOT PERMIT YOUR CHILD TO BRING FOOD OR GUM TO THE CENTER. This includes breakfast food from home, or any fast food restaurant.

INFANTS FEEDING

The Mississippi State Department of Health requires that all bottles be brought to the child care center ready to be warmed and fed. At the end of each feeding, milk will be discarded that is left in the bottle. All bottles will be sent home daily.

Infants are encouraged to start using a cup at six to nine months, based on motor skills. **All one year olds should be off a bottle and transitioned to a sippy cup per the MSDH.**

Commercially prepared baby food shall be brought in unopened jars and labeled with the infants full name. Home prepared/blended and home canned infant foods shall not be served.

INFANTS SLEEPING POSITION

Infants shall be placed on their back for sleeping. No blankets or loose bedding will be allowed in cribs. This is the recommendation of the American Pediatrics Association in regard to the prevention of SIDS.

TOILET TRAINING

Toilet training should be a positive experience for a child. A parent-teacher consultation prior to toilet training is required. When parents begin training at home, then teachers will help in the classroom.

Children must be toilet trained before entering the three year old classes.

Any one or several of the following signs may indicate that your child is ready to begin toilet training:

- A. Your child remains dry for at least two hours at a time during the day or is dry after naps.
- B. Your child's bowel movements become regular and predictable.
- C. Your child indicates by words, facial expressions, or posture that he or she is about to urinate or have a bowel movement.
- D. Your child can follow simple, verbal directions.
- E. Your child can take pants on and off and walk to and from the bathroom.
- F. Your child becomes uncomfortable with soiled diapers and wants them changed.
- G. Your child asks to use the toilet or the potty chair.

REST TIME

Each child will be expected to rest and sleep when possible from shortly after lunch until 2:00pm.

Infants will use cribs until 8 months old then they will use a cot or mat.

Parents will be responsible for providing a four-fold rest mat and a light weight child size towel or blanket for cover. Please label each with your child's name in permanent ink. No pillows are allowed.

A nap cover is suggested, but not required.

OUTDOOR PLAY

- A. Each infant shall have a minimum of 30 minutes of outdoor activities per day weather permitting.
- B. Toddlers, preschoolers, and school age children shall have a minimum of two (1 hour) sessions of outdoor activities per day, weather permitting.
- C. Sun safe practices shall be used during outdoor activities scheduled between 10:00 a.m. and 2:00 p.m. during the period April 1st to September 15th.
- D. All children need to wear tennis shoes at all times, no sandals or boots. Children cannot enjoy their outside time with sandals or boots. No flipflops are allowed.

GREEN BAGS

Any information, field trip notes, reminders, blankets, and children's activities, for children in the two, three, and four year old program, will be sent home with a green bag provided by Kids@ First on Friday along with nap covers and blankets to be washed and returned on Mondays.

TOYS

Toys should not be brought from home unless it is requested by the teacher. These items are important to your child and they could be lost or broken.

DVDS

Movies will be shown on some afternoons during extremely cold or hot weather or during rainy times. Videos must be of educational content and must be approved by the office before viewing.

BIRTHDAY CELEBRATIONS

Since a birthday is a special day in the life of a child, we invite you to participate in the following ways:

- A. You may supply special store-bought treats such as cookies, individual ice cream cups, donut holes, cupcakes, and drinks.
* State guidelines prevent us from accepting homemade treats.
- B. Please do not bring balloons.
- C. No gifts are given.
- D. Contact your child's teacher to make arrangements.
- E. The teachers will not hand out birthday or party invitations unless they are brought to the entire class.

FIELD TRIPS

Field trips serve as a culmination activity of our units of study. They have been carefully planned for your child's enjoyment. A special notice will be sent home for each separate trip. This notice must be signed by the parent or guardian and sent back to the teacher in order for the child to be able to participate in the trip.

CHILD EVALUATION

Parents of our 4 year old classes are invited to participate in a conference with your child's teacher. These are to be scheduled through the teacher. Since the teacher needs to devote her attention to children when on duty, please do not "drop in" for a conference when you bring or pick up your child. In discussing a child, it is best not to do so in his presence.

SERVICES PROVIDED FOR CHILDREN

The following services are available for children enrolled at Kids @ First Learning Center:

- A. Speech screening and therapy - Madison County School System
(Contact director for details on assessment)
- B. Soccer Shots
- D. Dance
- E. Music
- F. Dance Camp & Ninja Camp

Space is provided for each activity in our building. Payment boxes are provided by each activity. We do not collect payments.

DISCIPLINE POLICY

Discipline is teaching children acceptable behavior. Creative discipline

techniques give children the opportunities to gain self-control, the ultimate goal of discipline. Punishment refers to negative consequences which may result in competition, comparison, or criticism. Punishment causes poor self esteem and does not teach children acceptable behaviors or self control. When caring for young children, it is important to separate discipline from punishment.

At Kid's @ First Learning Center, parents are kept abreast of their child's social development on a regular basis. Parent comments and suggestions are respectfully solicited, considered, and shared with all staff. This can build consistency between home and school. Itemized behavior infractions are not to be unloaded on parents at the end of each day.

At all times, staff will abstain from corporal punishment or other humiliating or frightening discipline techniques. Consistent, clear rules are explained to children and understood by parents.

Staff at Kid's @ First practice GREEN choices (good choices) and RED choices (not so good choices) - helping the children learn how to make green choices and how to change red choices into green choices.

- A. Separate the child from the behavior
- B. Redirect behavior
- C. Acceptable choices are green choices
- D. Use positive language
- E. Look for deeper problems
- F. Natural or logical consequences
- G. Anticipate and plan for new or difficult time
- H. Use humor whenever appropriate
- I. Refuse to argue on non-negotiable issues
- J. Time-Out for children over two years old

In extreme situations when the above procedures are not effective, the director has the authority to request that the child be taken out of the center. A two week notice of dismissal will be given.

BITING POLICY

Periodic outbreaks of biting occur between infants and toddlers in even the best preschool settings. This is an unavoidable occurrence in groups of young children. When it happens, it can be very frightening, frustrating, and stressful for children, parents and teachers. Please understand that this is not unusual among young children who are going

through the oral stage of their development. It is also not something to blame on children, parents or teachers and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement and attention. Children may be teething and biting may be a sensation of relief to a young child. Knowing that their biting will hurt another person is not yet of a child's mindset, so cause and effect relationship is not internalized. Our teachers plan activities and supervise carefully to minimize biting. There are times, however, teachers cannot be within immediate reach to prevent a bite

OUR POLICY FOR HANDLING A BITING INCIDENT IS AS FOLLOWS:

The biter is immediately removed from the group with a firm "NO." The bitten child is consoled, and the bitten area is cleaned. If necessary, ice is applied to reduce any swelling or bruising. A bite report is filled out and parents are called. The name of the biting child is not released. Parents of the biting child are notified that their child bit another child. We look at each biting incident for patterns and clues to prevent further biting behavior. We work with each biting child in an appropriate manner to help prevent further biting behavior. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw a child.

TRANSPORTATION POLICY

These guidelines have been established for the safety and well being of the children in Kid's @ First Learning Center:

- A. All drivers are 25 years of age and older with a valid driver's license.
- B. All vehicles are in good running order.
- C. All vehicles and drivers are adequately insured.
- D. All children must be at least 3 years of age to ride in the van.
- E. All children will be comfortable seated and secured in seat belts
- F. Children under four must have a certified child safety seat.
- G. No children shall be transported in the front seat of vehicles equipped with passenger-side air bags.
- H. Staff to child ratio must be maintained at all times. The driver of the vehicle shall not be counted as a caregiver while

transporting children.

- I. Each driver shall see that:
 1. Children board or leave the vehicle from the curb side of the street and are safely conducted across the street
 2. A staff member is present when the child is delivered back to the center.
 3. Good order is maintained on the vehicle.
 4. Seat restraints are used.
 5. A staff member will make sure all children have safely left the bus and are accounted for.

RELEASE OF PERSONAL INFORMATION

The center will not release names, addresses, telephone numbers, or any other personal information on a center child, center family or staff member without a signed permission slip. Children are not photographed without parental consent.

LOST OR STOLEN ITEMS

Lost items should be reported as soon as possible to the office. The center is not responsible for replacing lost or broken items.

CHILD ABUSE

Mississippi law states that the director or caregiver must immediately report any suspected child abuse or neglect to the Department of Human Services. The toll-free hotline is 1.800.222.8000. Caregivers are to report any suspected child abuse immediately to the director.

Kid's @ First Learning Center has specific guidelines in place to help deter child abuse in the center.

- A. Avoid isolation of caregivers with children. New or untrained staff or volunteers are not left alone with children.
- B. Teacher/child ratios maintained at all times.
- C. Children of widely different ages are not grouped together.
- D. Male teachers are given special training when working with young children.
- E. Daily visual checks are conducted to determine if there are any scratches, cuts, bruises or other signs and reported to director.
- F. Injuries occurring at the center should be reported to the parent and a written report filed.
- G. Maintain an open door policy for parents, but they are never left alone with the class.

- H. All areas of the classroom should be visible to the teacher.
- I. Staff are trained in recognizing the signs of child abuse.
- J. No corporal punishment, such as spanking, shaking, abusive language, etc. will be allowed in the center or on the premises by parents or caregivers.

EMERGENCY PROCEDURES FOR INJURIES OR ILLNESS

The center will:

- A. Determine if injury or illness is life threatening.
- B. If life threatening, call 911 and then notify parent.
- C. If injury is not life threatening, call parent to get the child.
- D. Continue to locate parent.

If a child has a life threatening emergency, he will be transported to the hospital by ambulance. The Emergency Contact Information Sheet completed by the parent, will be given to the physician in that emergency room.

EVACUATION PROCEDURES

Evacuating procedures will be followed as stated in “Emergency Evacuation and Disaster Plan” located at front office.

In case the day care building has to be evacuated due to train derailment, tornado destroying the building, flooding, fire, or other major emergencies, the children will be taken to Ridgecrest Baptist Church, 7469 Old Canton Road, in Madison. Parents will be called to pick up the child at this alternative location. A text message will be sent to you through our messaging system.

INSURANCE

Kid’s @ First Learning Center provides accidental insurance coverage.

Kid’s @ First Learning Center has a non-discriminatory policy.

Mississippi State Department of Health..... 601.364.2827
Child Care Facility Complaint Hot Line..... 1.866.489.8734

Crisis Management Plan

In the event of a dangerous situation or a situation that could escalate to become dangerous, we will lock all hallway doors to limit access to the hallway. Each class will stay inside their classroom with their door closed and teachers will continue to teach while listening for updates. If necessary 911 or the Madison Police will be called and the Learning Center will notify the church office.

This lockdown procedure is just a small part of our Crisis Management Plan. A crisis is defined as any sudden, mostly unanticipated event that profoundly and negatively impacts the children of the Learning Center. This is not limited to, but may include lock-down for intruders or active shooters, fire, earthquake, tornado or other severe weather, flood, etc. If you would like a copy of our plan one can be provided at the office. During any conflict or disaster, the safety of your children and supervision of their care is our highest priority.

If you have a question or concern that your child's teacher hasn't resolved, then call or email the office and the Director or Assistant Director will respond within 1 business day.

If you have a major concern please allow the staff a couple of days to gather all the facts and develop a plan to move forward.

If you have a question or concern that hasn't been resolved by the Director, please call or email Jason Holmes Family Equipping Pastor, in the church office.



TUITION

Registration Fee: \$90.00

*per child, due annually
non-refundable

CHILD CARE WEEKLY RATES

\$180.00

Infants

Creepers

Toddlers

2 Year Olds

\$175.00

3 Year Olds

4 Year Olds

AFTER SCHOOL CARE WEEKLY RATES

\$96.00 Fall/Spring Session

\$141.00 Summer Session

\$200.00 Summer Supply Fee

PRESCHOOL SUPPLY FEE

\$100.00 Annually

Infants - 4 Year Olds



GENERAL INFORMATION

AGES

8 weeks to 4 years old

All Day Child Care

K5 to 5th grade

After School Care

HOURS

Child Care: 7:00am-6:00pm

After School: 2:30pm-6:00pm

ENROLLMENT

Contact Sue Hall, Learning Center Director, at 601.856.8542 or SHall@FBCMadison.org for enrollment inquiries and further details.

Our daycare operates on a waiting list system. Add your child's name for priority consideration when a vacancy becomes available.





Luke 2:52

Sue Hall
Learning Center Director
SHall@FBCMadison.org