

Pioneer Drive Baptist Church Child Development Center Parent Handbook

Pioneer Drive Baptist Church Child Development Center has been serving Abilene families and children for over 30 years. We became the first licensed day care in Abilene in the 1970's. Our program gives children ages 6-weeks through 12-years enriching opportunities to develop the whole child. The Child Development Program is established to fulfill and to encourage the spiritual growth of children by providing a safe, loving, Christian environment in which to learn. We believe that early childhood should be a time of fun, safe, exploration, and discovery. Our staff will strive to nurture and encourage each child to be the creative, unique individual God has designed them to be.

NON-DISCRIMINATION POLICY:

Pioneer Drive Baptist Church Child Development Center does not discriminate on the basis of gender, race, color, religion, or national origin in admittance, education, or other administrative policies and this extends to all the rights, privileges, programs, and activities generally made available to students enrolled at the center.

REQUIRED POLICIES

Pioneer Drive Baptist Church Child Development Center is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per "The Minimum Standards for Child Care Centers 746.501."

HOURS OF OPERATION

Pioneer Drive Baptist Church Child Development Center is open from 7 a.m.-6 p.m., Monday-Friday, year-round. **The office will be staffed from 7:30 a.m.-5:30 p.m.** We close to observe the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2.5 days) and Christmas (2.5 days). There may be occasions depending on when holidays fall in the week that we will choose to close an additional day following the holiday. Full tuition is due for holiday weeks. We also have 3 In-Service Days that we close; August, January and May. There are additional fees that will be applied to school age children's tuition for the days not listed above. These will be in your fees application that you received when you enrolled your child. Please see calendar below:

School Calendar of 2019-2020

August 22	Meet the Teacher
August 23 closure	Staff In-Service Day
August 26	Promotion Day
September 2 closure	Labor Day
September 23-26	Book Fair
September 26	Open House
November 21	Thanksgiving Meal
November 27 closure	Center close at 12 p.m.
November 28-29 closure	Thanksgiving Holiday
December 23	Class Christmas Parties
December 24 closure	Center close at 12 p.m.
December 25 & 26 closure	Christmas Holiday
January 1 closure	New Year Holiday
January 17 closure	Staff In-Service Day
January 20	Martin Luther King
February 14	Class Valentine Party
April 9	Finding Jesus Party
April 10 closure	Good Friday
May 14	Spring Program & Graduation
May 25 closure	Memorial Day
June 1- June 4	Vacation Bible School
July 2	Water Day
July 3 closure	Observe Fourth of July
August 20	Meet the Teacher
August 21 closure	Staff In-Service Day
August 24	Promotion Day

In some cases, if the holiday falls on a Saturday or Sunday, Pioneer Drive Baptist Church Child Development Center may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in January. Check our webpage for more information concerning closures. Any closures are subject to change.

INCLEMENT WEATHER POLICY

Due to weather beyond our control, we will follow the AISD Schedule for openings and closings. However, when we open 2 hours late that will be determined from our opening time of 7a.m. (Ex. 2-hour delay-center will open at 9 a.m.)

We reserve the right to open or close at our own discretion for safety and health reasons.

Please listen to your local radio and TV channels for updates on openings and closings.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified and children will be cared for until parents or emergency contacts arrive.

ADMISSIONS POLICY

Pioneer Drive Baptist Church Child Development Center will accept preschool children age's six weeks through 5 years of age. We offer an after-school program for children in Pre-K through 5th grade. Upon selecting Pioneer Drive Baptist Church Child Development Center to meet your child's educational needs, **all enrollment paperwork is required before the child can start our program.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

1. Application form
2. Copy of Child's Birth Certificate
3. Health Statement
4. Immunization Record
5. Parent agreement form
6. Parent Drivers Licenses
7. Medical forms
8. Transportation form
9. Child release forms
10. In some cases, a notarized custody declaration may be required
11. Registration fee of \$50 per child, an annual fee
12. First month tuition
13. Tuition Agreement
14. Safety Policy

ATTENDANCE REQUIREMENTS

To ensure your child receives the full learning experience here at Pioneer Drive Baptist Church Child Development Center we encourage consistency and arrival on time. **Our learning time begins promptly at 9:30; for children to take full part in our education program arriving after that time children will not be able to attend for the remainder of the day.** Special circumstances may apply; however, we need to be notified ASAP.

- If a child will be absent from the center for any reason, please notify the center.
- If you are planning vacations or extended leave time for any reason we must be notified in writing of dates you will be out. Not doing so could forfeit your child's spot and you could possibly be charged another registration fee and or supply fee.
- A **two-week** written notice is required for all children prior to removal from the Center (see accounts receivable policy). Other charges could apply.

ARRIVAL AND RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at any time. If a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor for any reason. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

Arrival at the Pioneer Drive Baptist Church Child Development Center:

- An adult must accompany a child into the Child Development Center each day.
- Sign in forms must be completed at the time of arrival.

Pickup from Pioneer Drive Baptist Church Child Development Center:

- An authorized adult over 18 must pick up child.
- Sign out form must be completed at the time of departure.
- A picture ID must be shown to office personnel if someone other than the child's parent picks him/her up.

Each child must be picked up no later than 6 p.m. Late fees are detailed in the **Accounts Receivable Policy**. Fee must be paid before child can return the next business day we are open.

ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Pioneer Drive Baptist Church Child Development Center observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Temperature of 100.1 or higher
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.
5. Anything preventing the child from participating in daily activities.

At the discretion of the director if a child becomes ill while in our care, we will contact the parent immediately. Parents need to pick up children within 20 minutes of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Pioneer Drive Baptist Church Child Development Center may call for an ambulance at the parent's expense. If a child is sent home sick from our

program, they may not return until the child is symptom and/or fever-free for 24-hours **WITHOUT** fever reducing medication.

MEDICATION

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Pioneer Drive Baptist Church Child Development Center is designed for healthy children.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date. All medications will be administered in the office.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Medications cannot be pre-measured and added to baby's bottles or sippy cups.
- Before any prescription or nonprescription medication can be administered, including sunscreen or bug spray, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- Medication needs to go home after the last date that the medication is administered.
- Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.
- Medication may be given to children with a signed medical information sheet. These are in the office.
- Pioneer Drive Baptist Church Child Development Center will not be responsible for the exact timing of administering prescribed medicines.

PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. Injuries or illnesses the director deems not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care, the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency. If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center.

PARENT NOTIFICATIONS

Open Communication with parents is very important to children's success. Pioneer Drive Baptist Church Child Development Center has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways Pioneer Drive Baptist Church Child Development Center may communicate with parents:

- Phone calls
- Verbal communication with the child's teachers and director
- Website: pioneerdrive.org
- Written memos placed by your child's classrooms
- Written memos located throughout the center and by entrances

DISCIPLINE & GUIDANCE POLICY

Pioneer Drive Baptist Church Child Development Center staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Pioneer Drive Baptist Church Child Development Center staff will never use corporal punishment or negative discipline that may hurt or humiliate a child. Parents may not use any form of corporal punishment on their child on the property of Pioneer Drive.

Research has shown that positive guidance teaches children skills, which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Pioneer Drive Baptist Church Child Development Center reserves the right to terminate care for the child for discipline problems at any time.

FOOD SERVICE & PREPARATION

We do not charge an extra fee for meals or snacks. Pioneer Drive Baptist Church Child Development Center provides breakfast for all children present by 8:15 a.m., any child not here before 8:15 a.m. will need to eat prior to coming to school. **We serve breakfast in the cafeteria so we are asking that no outside food be brought in to the center.** Lunch time begins approximately at 11am and ends approximately at 12 p.m. Afternoon snack is served after the rest period around 3 p.m., and again at 4 p.m. for the school-age kids as they arrive after school. Menus are sent home at the beginning of the month. Please advise the center of any allergies. **Pioneer Drive Baptist Church Child Development Center is a Peanut-Free School.** If a child requires an alternative meal or substitution, a

note from a doctor will be required. You, the parent will be responsible for providing your child lunch that day.

IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs and a copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to dismissal. We are currently using the ImmaTrac system and you will receive a form upon enrollment that will allow us to pull your child's records.

From time to time Pioneer Drive Baptist Church Child Development Center may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

HEARING AND VISION SCREENING

Hearing and Vision Screening is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Pioneer Drive Baptist Church Child Development Center will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

FIELD TRIPS AND TRANSPORTATION

School-age summer programming will often have weekly field trips. Transportation for field trips may be by school van, bus or walking. Parents will be notified in writing of any field trips requiring transportation by van. For children that are required to have car seats, we will ask for parents to provide those so children can be in their personal car seat.

In addition to our regular program, age appropriate field trips will be planned.

- Information will be posted 48 hours in advance of these activities.
- Parents who want to participate on a field trip must be cleared through a screening process. The Department of Human Services mandates this requirement.
- If the Director deems a child's behavior a safety risk for themselves or others, they will not be allowed to attend the field trip, therefore not able to attend the center that day.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Director of the facility. Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education. If parents have a concern we will ask that they fill out the parent concern form. These forms will only be accepted by the legal guardian of the child. Any other person that picks up the child will have to consult with the legal guardian who may then fill out a parent concern form for the Director of the center.

OPEN DOOR POLICY

We welcome parents at any time, however all parents must check in at the office if they have already dropped their child off and are just visiting. Pioneer Drive Baptist Church Child Development Center is a privately owned and operated facility; therefore, we reserve the right to refuse service to anyone for any reason.

PARENT PARTICIPATION

We encourage parent involvement, especially on field trips and helping with class parties. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the Director of the facility.

MINIMUM STANDARDS FOR CHILD CARE CENTERS

Pioneer Drive Baptist Church Child Development Center is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at:

www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Pioneer Drive Baptist Church Child Development Center. Parents are encouraged to read this information carefully. In

the event a parent is present in the building during an emergency, Pioneer Drive Baptist Church Child Development Center will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and sign-out log and transition sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Get your sign-in/sign-out sheet and your transition sheet and stuff it in your clothing. Grab your emergency back pack.
- Take all of your children to the music suite. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since we practice this each time we have a severe weather drill.
- Infant classroom: we place babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the music suite.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

COMMUNICABLE DISEASE OUTBREAK

All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness.

- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

LOCK DOWN
INCLUDES WEAPON, HOSTAGE INCIDENT,
INTRUDER, TRESPASSING, DISTURBANCE

The Director, or person in charge, will announce over the intercom, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.

Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.

Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.

- First Plan of Action is to remove the children from the building as safely as possible.
- Get your sign-in/out sheet and your transition sheet in your hands and stuff them into your clothing.
- First Plan of Action is to remove the children from the building as safely as possible.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce the secret code for "Lock Down".
- Whisper and remind the children "we are to be very quiet."
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.

ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.
- If injury is to the head or face, report it to the office immediately - even if it is minor.

- Complete an Accident/Incident Report, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Director, or person in charge, before you leave on the same day.
- Keep the Accident/Incident Report confidential while in your presence.
- Parent's may request a copy of any incident report in their child's file.
- In the event of serious illness or injury involving an adult, contact the office and the Director of the facility, or the designated person in charge, will call 911 and/or the person's emergency contact.
- Any incident or illness that requires the child to see a medical professional within 48 hours must be reported to the center director, which will then be reported to State Licensing.

ILLNESS

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the third episode.

DISCIPLINE POLICY

We will make every effort to work with the parents of children having difficulties in childcare. We are here to serve and protect all of our children, though. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional wellbeing of another child, may require the following actions:

1. Discipline consists of positive reinforcement including time out and redirection. The use of corporal punishment is never permitted.
2. Initial Consultation:
The Director of the facility may require the parent(s) of any child who attends the Child Development Center to meet for a conference. The problem will be defined on paper. Goals will be established and the parent(s) will be involved in creating approaches towards solving the problem.
3. Second Consultation:
If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Child Development Center Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
4. Suspension:
When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The Child Development Center Director may immediately suspend a child at any time he/she exhibits a behavior that is harmful to him/herself or others. A parent may be called from work anytime the child exhibits uncontrollable

behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately. Suspensions from the child care program may vary from a few hours to an indefinite period.

5. If after multiple attempts at improving behavior the behavior has not changed, the director of the center may decide to dismiss the child.

DISMISSAL POLICY:

The Child Development Center reserves the right to cancel the enrollment of a child and refuse service at any time. Children also can be dismissed for the following reasons.

1. Non-payment or excessive late payments of fees.
2. Not observing the rules of the center as outlined in the parent agreement.
3. Child has special needs, which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children by parent or child.
5. We have the right to refuse service to anyone at any time.

BREASTFEEDING

Pioneer Drive Baptist Church Child Development Center will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

ADDITIONAL POLICIES TUITION AND FEES

The Pioneer Drive Baptist Church Child Development Center shall provide a fee schedule at the time of enrollment stating tuition fee, registration fee, and summer activity fee. All fees, unless authorized by the Director of the facility, will be payable prior to child's attendance.

\$50 enrollment fee is due for each infant through Pre-K will be due at time of enrollment and each September for fall enrollment.

\$20 a month field trip fee will be added to your tuition during the months of June, July and August for school-age children only. This will not include any money you choose to send for concession stands.

There may be times that we ask for additional fees that would apply to field trips, special events, for children.

The annual fee goes toward the cost of consumable items used throughout the year

such as construction paper, glue, crayons, tempura paints, craft supplies, paper towels, disposable gloves, and other infant supplies.

All tuition and fees for any new child enrolled in the Pioneer Drive Child Development Center must be paid in full prior to attendance.

All fees for any returning child enrolled in the Pioneer Drive Child Development Center must be paid in full each September prior to promotion for the new school year.

Each family will receive one key fob for the safety doors. Any additional fob may be purchased from the office for \$10. When you return your key fobs (\$10 ones) that you paid for, you will be reimbursed by a check within 15 days of withdraw or dismissal.

If you misplace any key fob it will be a \$25 fee regardless of how many you have received. **(Please notify office immediately of misplaced fobs so that it may be deactivated.)** Upon leaving the center a \$25 credit will be issued to your last bill if you return your misplaced key fob registered to your family. All family key fobs will be deactivated immediately upon your withdraw or dismissal.

Everyone who needs access to the childrens area must have a key fob.

LATE FEES

Arrangements must be made to pick up children on time. There will be a one dollar per minute charge that a child is left at the center past his/her scheduled pickup time. This fee must be paid before the child can return the next business day we are open.

Late fees must be paid as incurred for the child to remain in care. Consistent tardiness may result in the loss of child care space in the program.

DROP-IN FEES

Pioneer Drive Baptist Church Child Development Center will provide drop-in care on a space available basis at current rate of \$50 per day per child. We will need to have all necessary paperwork before child can begin care.

ACCOUNTS RECEIVABLES POLICY

1. Tuition covers the current month. Tuition must be paid for the current month to maintain enrollment.
2. Pioneer Drive Child Development Center tuition is due on the first of each month. Pioneer Drive Child Development Center tuition may be paid in three different ways: (1) full payment for one month, (2) split monthly payments payable in two equal installments.
3. To guarantee a spot in our program a non-refundable deposit in the amount of half the tuition for that room is due as a guarantee placement of child. This

payment will not be applied to future tuition, this is a payment in itself. This is not required, if you would like you can choose to take a chance on our waiting list. If you are on our waiting list, you will not be guaranteed a spot in any room in our center. If someone else comes in and enrolls in a spot hold, that will bump you down the list.

4. The split tuition will be paid in two payments as follows:
 - a. The first half of the monthly tuition is due before the 1st
 - b. The second half of the monthly tuition is due before the 15th
5. Consideration of other payment arrangements must be made in writing to the Director of the facility and approved by the Child Development Center Committee.
6. Tuition is considered late if not paid by the due date. A flat 10% charge will be assessed.
7. For bi-monthly payments, on or about the 16th of the month the Business of Finance Officer of the facility will make a face-to-face contact with every family having an outstanding balance. The family will be provided with a copy of the invoice at this time.
8. For monthly payments, on or about the 10th of the month the Business of Finance Officer of the facility will make a face-to-face contact with every family having an outstanding balance. The family will be provided with a copy of the invoice at this time.
9. Failure for non-payment will result in the dismissal of the child from the Pioneer Drive Baptist Church Child Development Center Child Development Center.
10. All fees must be paid without deduction for absences.
11. We do not give refunds of any kind. Examples are: holidays, sick children, spring breaks, dismissal of a child when full childcare has been paid for, transferring out of center before the end of the month.
12. The Pioneer Drive Child Development Center Committee must approve any acceptations to the Fee and Payment Policy and/or Accounts Receivable Policy.
13. In the event of a NSF check return, a \$35 "Insufficient funds" check penalty will be added to the account immediately following notifications. If Pioneer Drive Baptist Church Child Development Center receives 3 or more NSF checks or ACH returns in a one-year period of time, your enrollment may be terminated.
14. If you do not give proper two-week notice of withdrawal, you will be charged \$75
15. Any child attending after the 15th of the month is required to pay full month tuition. We do not prorate care for early withdraw regardless of the circumstances.

COLLECTIONS

If for some reason your child's account is not paid in full on leaving or dismissal, we will attempt to collect this debt in the following ways: Fees will be assessed to the families account in additional to amount owed.

1. Phone Call
2. Letter
3. Certified Letter
4. Collections Office

EXTRA FEES

A non-refundable annual registration fee is due at the time of enrollment and every September. During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

REFERRAL PROGRAM

We greatly appreciate your business and know that you will be pleased with our service and you will tell your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of 1 week's tuition after that family has been with us for 30 days. The referred family must mention the referral at the time of the initial visit to our program. Our greatest advertising asset is you!

CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Pioneer Drive Baptist Church Child Development Center must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Pioneer Drive Baptist Church Child Development Center prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Pioneer Drive Baptist Church Child Development Center has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Pioneer Drive Baptist Church Child Development Center must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who continue to fail to sign their children in or out could be dismissed. Please understand that due to liability issues, staff of Pioneer Drive Baptist Church Child Development Center is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Pioneer Drive Baptist Church Child Development Center staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime by full-day preschool children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show

& Tell. Pioneer Drive Baptist Church and any entity of it will not be responsible for any lost, broken, or stolen items while at the center.

If a parent fails to **SIGN IN AND OUT** their child out more than 5 times in a month, they will be charged a \$20 penalty fee. Licensing Standard 746.631 is found on page 25 of your minimum standards for childcare centers.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or via e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled meal times of breakfast and lunch, 8:00 a.m.-9:00 a.m. and 11 a.m.-12 p.m., and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled mealtime, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom. We strongly encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served at the same time that the other children are eating and **MUST** be taken home at the end of the day.
- Periodically check on your child's supply of diapers, wipes, and clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

WITHDRAWAL FROM PRESCHOOL PROGRAM

Two-week written notice must be given for withdrawing a child from Pioneer Drive Baptist Church Child Development Center. If a family fails to give a two-week notice on the form that we provide, Pioneer Drive Baptist Church Child Development Center has a right to charge for the remaining weeks to the family's account plus a \$75 penalty for failure to fill out a withdraw form that can be obtained in the Pioneer Drive Child Development Center office. Pioneer Drive Baptist Church Child Development Center has a right to refuse service to any family for any reason. **We do not prorate care if you choose to withdraw after the 15th of the month. No exceptions.**

CUSTODY SITUATIONS

Pioneer Drive Baptist Church Child Development Center WILL NOT to get involved with custody disputes. Pioneer Drive Baptist Church Child Development Center will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parent's information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Pioneer Drive Baptist Church. Child Development Center has the right to terminate care.

CURRICULUM

Pioneer Drive Baptist Church Child Development Center Frog Street curriculum from ages 2 up to Pre-K. It is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and focuses on the following cornerstones: conscious discipline, social and emotional development, differentiated instruction and a joyful approach to learning. Pioneer Drive Baptist Church Child Development Center wishes to fulfill and encourage the spiritual growth of children by providing a safe, loving, Christian environment in which to learn. Our curriculum is a bible-based curriculum that also adds some secular studies with monthly themes. Pioneer Drive Baptist Church Child Development Center believes that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. We believe that early childhood should be a time of fun, security, exploration, and discovery. Our staff will strive to nurture and encourage each child to be the creative, unique individual God has designed them to be.

On Wednesday mornings from Labor Day to Vacation Bible School we will do Chapel in the Allen room Carpet side for the upstairs classrooms. We will start have the 2-year-old rooms will join us in the spring.

Each teacher will have their daily, and/or monthly schedules posted in the classroom. Parents will also be given a copy of this schedule upon request.

PARENT TEACHER CONFERENCES

We strive to make your child's experience at Pioneer Drive Baptist Church Child Development Center a positive one. One of the ways we do this is with Parent-teacher conferences. Teachers could possibly ask for times that they can meet. Parents can also request a conference at any time by using a conference request form provided in the office. We will do our best to have date and time set in a timely manner. However, we do have an open-door policy with any of our office personnel of the facility at any time he/she is present. Meetings must be scheduled in advance.

CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Pioneer Drive Baptist Church Child Development Center typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs and or availability in other classrooms to continue the nurturing process of the child developmentally.

CHILD TO STAFF RATIOS

Pioneer Drive Baptist Church Child Development Center follows licensing state ratios and will never be non-compliant unless under emergency situations.

NAP TIME

Supervised rest periods are provided for all children under five years of age who remain at Pioneer Drive Baptist Church Child Development Center for six or more hours a day, and for all other children who show a need for a rest time. Please provide a nap mat, clean blanket and sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby.

CLOTHING

Preschool children must have a complete change of clothing, clearly marked with the child's name, left at Pioneer Drive Baptist Church Child Development Center. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, when they wait too long before going to the bathroom, or if they get wet on the playground. If a change of clothing is not provided, we will place clothing and or diapers that we have on hand as to keep children properly clothed. We prefer closed toed shoes.

PERSONAL BELONGINGS

Parents must supply all bottles, diapers, wipes and any ointment for their child. Please label everything with your child's first and last name. We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!! Please leave all valuable items at home since Pioneer Drive Baptist Church Child Development Center cannot be responsible for broken or lost items.

OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip-flops due to the danger these shoes may cause on the playground.

BIRTHDAYS

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a “store bought” treat to share with the class. Please make arrangements with the teacher several days in advance.

SCHOOL SAFETY POLICIES

Parents MUST personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. See Arrival and Release of Children Pay Policy. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

Children must be signed out by an authorized adult each day. They must be signed out from their class regardless of the classes location. Children will not be brought to the office for pickup.

PHOTOGRAPHS

Pioneer Drive Baptist Church Child Development Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

OUTSIDE EMPLOYMENT

If parents wish to hire employees of Pioneer Drive Baptist Church for outside employment it will be up to each individual employee if they wish to seek outside employment. Parents understand that they assume full responsibility and risk for hiring an employee of Pioneer Drive Baptist church and that Pioneer Drive Baptist Church will not be liable for any incident that may occur. Pioneer Drive Baptist Church will not assume responsibility for any training or certifications received by the employee while they are/where employed by Pioneer Drive Baptist Church. We ask that you sign an agreement stating the above before we can allow our employee to accept outside employment with a parent who has children in our Center. We have a form in the office that will need to be signed.

CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Pioneer Drive Baptist Church Child Development Center are prohibited from participating in social networking with parents and children regarding center business. This includes, but is not limited to, Facebook, Twitter, and Snap Chat.

BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Pioneer Drive Baptist Church Child Development Center will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible. If the issue cannot be worked out Pioneer Drive Baptist Church Child Development Center will reserve the right to dismiss the child.

CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard.

We at Pioneer Drive Baptist Church Child Development Center know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at Pioneer Drive Baptist Church Child Development Center.

**** We are a peanut free facility. ****

**Please be aware of this when you bring snacks for special events. **

Our current handbook is located on our website at: <http://pioneerdrive.org/connect/childdevelopmentcenter/> A hard copy can be requested from our office.

Parent Handbook Acknowledgement: I have read the above Parent Handbook and I understand that I must follow all aspects of the manual.

- Non-Discrimination Policy
- Weather Inclement Policy
- Admission Policy
- Attendance Requirements
- Arrival and Release of Children Policy
- Illness Policy
- Medication Policy
- Medical Emergencies
- Communications Policy
- Discipline Policy
- Food Service Policy
- Immunizations Policy
- Tuberculin Policy
- Hearing and Vision Policy
- Field Trips and Transportation
- Open Door Policy
- Parent Participation
- Minimum Standards
- Emergency Preparedness Policy
- Communicable Disease Policy
- Lock Down Policy
- Accident Policy
- Illness Policy
- Discharge Policy
- Tuition and Fees Policy
- All other Fee Policies
- Referral Policy
- Confidentiality Policy
- Parent Code of Conduct and Responsibility Policy
- Withdraw Policy
- Parent/Teacher Conferences Policy
- Nap Time Policy
- Clothing and Personal Belongings Policy
- Outdoor Play Policy
- Birthday Policy
- School Safety Policy
- Photographs Policy
- Outside Employment Policy
- Biting Policy
- Cell Phones

Name of Child: _____ Parent Signature: _____ Date: _____

I do want an emailed copy of the handbook.

I do not want a copy of the handbook.