

CENTRAL PRESCHOOL MINISTRY



Weekday School Parent Policies & Procedures Handbook 2019-20 School Year

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www.cbcpreschoolministry.org/ministries/weekday-preschool

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Central Baptist Weekday School

Welcome & Mission

Welcome to Central Baptist Weekday School! We are blessed to have you as part of our family. Central Baptist Weekday School is a non-profit, licensed program operated by Central Baptist Church. The church considers Weekday School as part of its ministry and outreach to the community. Providing quality Christian weekday early education for preschoolers and to minister to them and their families in the name of Jesus Christ is the mission of Central Baptist Weekday School.

CBC Weekday School strives to meet the needs of the whole child in all developmental domains which include spiritual, mental, physical, emotional, educational and social. The Bible says in Luke 2:52 "And Jesus increased in wisdom (mental and educational) and stature (physical), and in favor with God (spiritual and emotional) and man (emotional and social)." The Bible is the basis of our program; from the curriculum, to the way the teaching staff responds and interacts with the children. Central Weekday School does not discriminate against any child based on race, color, national origin, sex or religion. Jesus asked the children to come to him. "Let the little children come to me," He said. "Don't keep them away. God's kingdom belongs to people like them." Luke 18:16 NIV

We select our staff carefully in order to provide the best possible care and education for your child. We employ people who have an understanding of child-development, profess to believe in Jesus Christ as their personal savior and can apply their knowledge in the classroom. Our staff respects each child as an individual and recognizes that God has uniquely made them. They value working as a team with parents and colleagues. Continuing education is an important part of working at Central Baptist Weekday School. Each staff member attends at least 24 hours of annual training in child development, teaching methods, and various other classes that help them learn and grow as an educator and caregiver. Our staff is also CPR and First Aid certified.

You are invited to visit Central as a family on Wednesday evenings and Sunday mornings. The church has a variety of other opportunities throughout the year for you and your family. For more information, please visit the church website at www.centralbcs.org or call the church office at 979-776-9977.

This handbook will help you understand our goals and policies. Please look over the information given, so you are familiar with our operation and guidelines. Please note that as part of the admission packet, you verify you have read and understand everything in this handbook.

If you have any questions about the information contained in this handbook, please do not hesitate to contact me.

**Laura Brittain, Director
Central Baptist Weekday School
(979) 776-9977 x 921
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HOURS & DAYS:

Central Baptist Weekday School meets on Mondays, Wednesdays and Fridays from 9 AM to 12:30 PM from September through May. We have an extended day option for Mondays and Wednesdays for an additional charge that allows your student to stay until 2:30 on Mondays and Wednesdays.

1. A school calendar is included at the back of this handbook, and an additional calendar is provided on our website for you to print.
2. Weekday School starts September 4, 2019 and ends May 13, 2020.
3. The second semester begins on January 8, 2020.
4. A note, newsletter home or an email will announce special events.

SNOW DAYS & INCLEMENT WEATHER DAYS:

If College Station ISD or Bryan ISD is closed for inclement weather, Central Baptist Weekday School will also be closed. There are no refunds to your tuition for days missed due to bad weather.

ENROLLMENT REQUIREMENTS

1. Central Baptist Weekday School is open to children who are 3 and 4 years old as of September 1st, as space is available.
2. Children will be placed in a group of peers based on age and specific needs.
3. A \$125 **non-refundable** registration fee is paid upon registration.
4. A \$80 supply fee is due the first day of school in September and the first day of school in January. **This fee is non-refundable.**
5. **You must pay tuition by the 1st school day of each month.** See the section on tuition on page seven.
6. If you have an outstanding balance with Weekday School or with Mother's Day Out, you will not be able to enroll your child in either program until that balance is paid.
7. **Students MUST be potty trained** – see page 16 for our policy
8. A parent or guardian will **attend ONE of the mandatory parent meetings** offered on Monday, August 26th from 7 pm – 8 pm or on the first day of Weekday school, Wednesday, September 4th at 9:30 AM. It is highly recommended that you either bring with you or share the meeting information with anyone who will regularly drop off and pick up your student. The meeting will take place in Loft 45 in the Kids wing of Central Town Square.
9. You will be notified in writing of any changes in policy. Your signature is required to acknowledge you have received the updated policy. This record will be kept on file.
10. It is the parent's responsibility to inform the Central Baptist Weekday School office of any changes in the child's information throughout the school year.

ADMISSION AND WITHDRAWAL

Your child will be enrolled in Central Baptist Weekday School when you have:

- Paid the non-refundable registration fee
- Turned in the **completed** Admission Packet (every line and page must be completed or N/A written)

If you must withdraw your child from the program during the school year, you must notify the director **in writing or via an email** of your plans, with a minimum of a 2 weeks' notice. If a child withdraws after the month has begun, full tuition/extended day fees will be due.

FORMS

1. **Parents or guardians shall submit completed admission forms by the first Monday in August.** Your child will **NOT** be permitted to attend Weekday School until **ALL** of the required information is completed and returned to the Weekday Office. Tuition will still be required to hold your child's spot.
2. **Parents or guardians shall submit complete birth to current immunization records** upon enrollment and as vaccinations are required and received.
3. When your child turns 4 years old (even if they are in a 3's class), **vision and hearing test results are required by the state.** If your doctor has already performed these screenings on your child, please include the results with your admission information.
4. The Authorization for Emergency Medical Attention & Emergency Contact Information form requires that the name, address and phone number of the hospital of your choice be listed. **Please do not type "closest hospital" on the form.**
5. **Parents or guardians shall update information as needed.**

TUITION

- Tuition reserves your child's place and is not for periods of attendance. Tuition is \$255 a month no matter how many calendar days are attended that month. We usually have around 90 days per school year. Money will not be refunded to you due to absences, holidays, vacation, bad weather days or unexpected days off.
- You must pay tuition (including extended day fees if applicable) **by the 1st school day** of each month. **A late fine of \$20** will be applied to your account if your tuition is received after the 1st class day of the month. If your balance, including unpaid late fees, is outstanding by the 15th of the month your child may be withdrawn from CBC Weekday School. All late fines, a new registration fee and a new supply fee may be due in order to re-enroll your child unless arrangements have been made in writing with the director **prior to a late payment.**

- Tuition should be paid by check, cash or credit. **If you use a check to pay your tuition, you must write the child's full name and Weekday tuition on the memo portion of the check. Please also update any address on your check that is not correct.**
 - If paying by check, tuition payments for Weekday School and Mother's Day Out must be made on **separate checks** and given to the appropriate directors. (Please do not combine tuition on one check.)
 - **To pay on-line:** <https://centralbcs.wufoo.com/forms/weekday-tuition-201920/>
 - If paying on-line, a \$5 convenience fee will automatically be added to your tuition payment.
- **Tuition CHECKS should be given to the director or director's assistant ONLY.**
 - It can be mailed to the address on the front cover of the handbook (unless paying with cash).
 - If paying with cash, you must hand the cash to the director or director's assistant and a receipt will be written for you. An address must be included for tax purposes.
 - Do NOT leave payments in backpacks, lunch boxes or Waggie Bags.
 - **Teaching staff is not allowed to accept tuition or supply fees.**

OTHER FEES & FINES

1. **A late fine of \$10 per 5 minutes** per child will be enforced, if the child is picked up after their school day ends. In case of an emergency, contact Weekday School at 776-7744 x 921 or the director's cell phone at 979-450-0644.
2. There is an additional fee of \$70 per month for those students staying for Extended Day from 12:30pm to 2:30pm on Mondays and Wednesdays.
3. **Parents who have been notified to pick up their child due to behavior or illness must make arrangements for their child to be picked up within 30 minutes. After thirty minutes, late fines will apply at \$10 per 5 minutes.** Any person other than the parent coming to pick up the child must be on the dismissal form and have their ID.

ADJUSTMENTS TO FEES

1. No adjustments in tuition or extended day fees are made due to bad weather days, holidays, illness, absences, suspension, late arrival or early pick up. Please note that no "make up" work will be given to students who are absent.
2. The supply fee is non-refundable.

ARRIVAL & KidCheck

- Weekday begins at 9:00am. Timely arrival by students helps them and their classmates adjust to the day. Late arrivals can disrupt the class and activities missed will not be made up unless time allows.
- KidCheck is used to sign in your child with your phone number. Please sign children in at the **Central Town Square KidCheck stations** (iPads located in the lobby of Central Town Square), then proceed to their room for drop off once doors have been opened at 9 am. We ask you to do the necessary sign-in, give your child a hug and assurance you will return and then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the director or your child's teacher will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment.
 - **PLEASE NOTE: Every person who drops off and/or picks up your child needs their OWN KidCheck account. They CANNOT use your phone number to sign in a Weekday student. They must have their own account, use their own phone number and they must also be on your approved dismissal list.**
 - If you arrive after 9 am, please still use the Central Town Square KidCheck stations (iPads located in the lobby of Central Town Square) to sign in your child. This gives the teacher a "heads up" that your child will be arriving in their classroom.
- Please bring your child to his or her classroom **no earlier than 9:00am.** Our teachers have prayer time and are preparing for class prior to 9:00am. **PLEASE WAIT IN THE CENTRAL TOWN SQUARE LOBBY AREA UNTIL 9:00AM. DO NOT WAIT IN THE CLASSROOM. Do not ask teachers or assistants to watch your child prior to 9 AM.**
- ALL children should arrive at Weekday School fully clothed (shoes, socks and proper attire for weather.) We go outside everyday unless it is raining.
- **Children should eat breakfast BEFORE they come to Weekday School.** We have children and staff allergic to certain foods, and we have strict guidelines from the state on how to serve food. It is also not safe for a child to walk and eat at the same time. We will have a trash bag at drop off so children may throw away any uneaten food before they get out of their car. Snack is served around 10 AM by Weekday school.
- Children should arrive well. Please refer to the section on *Illness and Medication* on pages 12-13 for more information.

DROP OFF

1. **Every child must be signed in through KidCheck upon arrival using their own phone number for their own account.** A grandparent cannot drop off a Weekday student using the Weekday student's parent's phone number. Kid Check uses your smart phone and our iPads to sign in and out your Weekday student. Please sign children in at the **Central Town Square KidCheck stations** (iPads located in the lobby of Central Town Square), then proceed to their room for drop off once doors have been opened at 9 am.
 - ***After 9:30 am, the doors at the Central Town Square preschool entrance will be locked. A number will be provided for you to call and have a staff member come to the front to open the doors.***

DISMISSAL

1. Please pick up your child at the designated time your child is scheduled to leave.
2. Only those students registered for extended day will be allowed to stay during that time.
3. **All students will be signed out by their teacher through KidCheck upon departure.**
4. Please be considerate of our staff's time and arrive on time to pick up your child. **Late fines of \$10 per 5 minutes** late apply to those who do not arrive on time to pick up their child.
 - Please call us at 979-776-7744 x 921 if an issue arises and you will be late to pick up your child. You can also call or text the director on her cell phone at 979-450-0644.
5. **Persons picking up your child should be listed on the child's dismissal form and be listed as a guardian for your child in KidCheck.**
 - You may be required to **present a valid ID** until our staff becomes familiar with you. **Dismissal forms can only be updated and revised in person and the new form must be signed by the parent and director.**
 - **If someone else must pick up your child, that person must be listed on the child's dismissal form and as a guardian in KidCheck. Make sure the people listed on your "Authorization for Emergency Medical Attention & Emergency Contact" form (page 3 of your admission packet) are also listed on your Dismissal Form (page 2 of your Admission Packet). Please have that person bring a valid ID with them when picking up the child. Without a valid ID and the name on the dismissal form, we will not release the child.**
6. **Parents, do not leave a child unattended in a parked vehicle.**
7. **If your child stays for extended day on Mondays & Wednesdays, please come into the building at 2:30 pm to get your student.**

PICK UP/DISMISSAL AT 12:30PM ON MONDAYS & WEDNESDAYS

- For those students who leave Mondays and Wednesdays at 12:30pm, pick up will be in the lobby area of Central Town Square.
 - Also, **please have your children continue to sit in the line to wait until your teacher comes to you to sign out your child.** We will ask your child to stay seated in his or her line and not run to you.
- Teachers will sign out your child.

FRIDAY DISMISSAL FOR ALL WEEKDAY STUDENTS

- On Fridays, all students leave by 12:30 PM.
- The preschool area doors will be opened at 12:15 PM, so you can walk to your child's classroom and pick them up from there.

STUDENT/TEACHER RATIO

Texas' minimum standards state that the maximum number of children one caregiver may supervise for 3 year olds is 15 children to one caregiver. For 4 year olds it states that we may have 18 four year olds to one caregiver.

We feel that is too many children per one caregiver, so each of our four year old classrooms will have no more than 13 children per two caregivers, and our three year old classrooms will have no more than 12 children per two caregivers. At all times we meet the minimum standards set by the state for student/teacher ratio.

OUR SCHOOL DAY

Each teacher will present parents with a schedule that outlines the daily/weekly routines for their classroom which includes times for snack, recess, center room, music, Bible story, lunch and nap. These schedules may change on occasion.

NON-CUSTODIAL PARENT/DIVORCE

In a custody situation, the director must be provided legal documentation stating that the child may not be released to the non-custodial parent. Without this documentation, the weekday staff may not legally prevent a parent from picking up his or her child.

SAFETY & VISITOR SIGN-IN

You are welcome to visit Weekday School at any time. When visiting preschool between 9:30am and 2:15pm, we ask that you sign in at the Director's office, and you will receive a visitor's badge. It is the responsibility of each staff member to make sure any visitor for a child or employee has checked in with the office. If we see you in the hallway without a visitor's badge, we will ask if we can help you and send you to the office to sign in. The safety of our students is very important to us. Please abide by these rules.

ILLNESS & MEDICATION

1. Only healthy children will be accepted into the classrooms.
2. A child cannot be admitted for care **IF** :
 - a. an illness will prevent the child from participating comfortably in ALL activities including outdoor recess. Children will not be allowed to remain inside with a staff member during outdoor recess time.
 - b. the child has an oral temperature of 99.6 degrees or greater.
 - c. the child has had stomach upset (diarrhea, vomiting) in the last 24 hours.
 - d. the child has a communicable disease. **A child may return after taking antibiotics for 24 hours (if required by physician), fever has subsided independent of fever reducing medication and is free of fever for 24 hrs, AND written approval of the child's physician.**
 - **The following illnesses require written approval from the child's physician for that child to return to school:**
 - **Varicella (chicken pox)**
 - **Conjunctivitis (pink eye)**
 - **Influenza (flu)**
 - **Hepatitis A & B**
 - **Measles**
 - **Mumps**
 - **Scabies**
 - **Meningitis**
 - **Mononucleosis**
 - **Pertusis (whooping cough)**
 - **German measles**
 - **Impetigo**
 - e. **The director can require written approval from a physician at his/her discretion.**
 - f. If head lice are found on the child, the child must be nit (egg) free and live lice free before returning to Weekday School. This requires vigorous treatment of hair, bedding, linens, carpet, clothes, toys and car upholstery.
 - g. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores, behavior changes or other signs that the child may be ill.

I NEED TO STAY HOME IF...							
							
COMMON COLD	FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY OR ER VISIT
Congestion, cough and "nasty" drainage from the nose	Temperature of 99.6 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye	Hospital stay and/or ER visit
I AM READY TO GO BACK TO CHURCH WHEN I AM...							
Feeling better and drainage is clear.	Fever free for 24 hours without the use of fever reducing medication. <small>i.e. Tylenol, Motrin</small>	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and nit/egg free.	Evaluated by my doctor and have note to return to church.	Released by medical provider to return to church.

3. Parents are required to notify the director when a child has been exposed to a contagious disease.
4. Parents are to notify the director when a child is absent for more than one day.
5. If a child does not feel well at school or becomes ill during the school day, the director or director's assistant will determine if the child is able to continue in daily classroom activities. Once it is determined the child cannot continue in daily activities, **parents will be notified. PARENTS OR SOMEONE ON THE DISMISSAL FORM MUST PICK UP THE CHILD WITHIN 30 MINUTES OF BEING NOTIFIED. LATE FINES OF \$10 PER 5 MINUTES WILL APPLY AFTER ONE HOUR.** While we apologize for any inconvenience this might cause, these policies are to maintain a healthy environment.
6. **Teaching Staff cannot dispense medication (except in the case of an EpiPen).**
Procedures for dispensing medications:
 - If your child needs medication, the Weekday School office staff will administer it. If your child has a chronic or acute condition that requires an EpiPen or an inhaler, a trained staff member will administer the required medication if needed. **Parents must sign an authorization form that includes times for medication to be administered. These directions must comply with label directions. All medication must be in the original container and labeled with the child's first and last name and the date it was brought to Weekday School. No expired medicine will be dispensed. If the medication is prescription, it must be prescribed to your child. If it is over the counter, it must be acceptable to give to your age child according to the labeling, unless you have a written statement from your physician.** A record of dates, times, type and dosage, and who administered it, will be kept with the medication in the Weekday School office.
7. Medications should be kept in the Weekday office. **DO NOT SEND OR LEAVE MEDICATION IN BACKPACKS, LUNCH BOXES, OR WAGGIE BAGS THIS INCLUDES COUGH DROPS AND PEPTO BISMAL TABLETS.** *The first time medication is found in a backpack, a warning will be sent home, and we will lock the medication in the office until the end of the day. Every time after that first warning, you will be required to pick up your child each time we find medication (prescription or over the counter) in a backpack.*
8. Staff is required by state law to report suspected child abuse or neglect.
9. **Notify the director and the teacher if your child has a medical condition, special need, disability and/or allergy prior to the first day of school. A physician's written instructions for care and/or diet is required to be on file for each student. Parents are required to meet with the director or the director's assistant to go over these instructions prior to the first day of school.** Weekday staff will make accommodations for children with medical conditions, special needs, disabilities and allergies to the best of our ability within reason.
10. If a parent disregards our illness or medication policies, their child may be removed from the program. We appreciate your cooperation.

TUBERCULOSIS EXAMINATION & HEARING/ VISION SCREENINGS

Requirements for TB screening and testing vary across the state. Brazos County Department of Health does not require screenings for children in our child care center.

The Special Senses and Communication Disorders Act, Texas Health and Safety code, Chapter 36, requires a screening or a professional examination for possible hearing and vision problems for children enrolled in our childcare center who are:

- a) First time enrollees that are 4 years of age or older OR
- b) Children enrolled in programs who are four years by September 1st must be screened for possible vision and hearing problems by a licensed or certified screener or health care professional. Documentation of these screenings must be kept in the Weekday student files. Please include these results with your enrollment paperwork.

ACCIDENTS

1. First aid supplies are kept at Weekday School.
2. A record is kept of all injuries and accidents.
3. If a minor accident occurs, first aid is given and the parent is notified at dismissal.
4. In case of an extreme injury, parents will be notified as soon as possible.
5. If a parent cannot be reached, one of the child's emergency contacts listed on the emergency contact form may be called.
6. If emergency care is needed immediately, Weekday School will call 911 and follow instructions given by emergency personnel.
7. Central Baptist Church provides liability insurance.

WHAT TO BRING FROM HOME (LABEL EVERYTHING)

1. Small backpack containing these items labeled:
 - **Lunch** in a labeled lunch box **with an ice pack** if perishable food is included in your child's lunch. Lunch should be well balanced and healthy. We will ask the child to eat the healthiest food included in their lunch first.
 - **A complete set of clothing which includes socks and underwear** (please label all pieces).
2. Sweater or jacket labeled, if the weather is cold. We go outside every day, even if only for a little while, unless it is raining.
3. **Only for extended day: Nap mat and blanket, labeled.** The nap mat must be free of rips and tears. State licensing requires a nap mat for all students resting at preschool. A small pillow and stuffed animal for nap time is optional.
4. **Weekday School will make every effort to safeguard labeled belongings, but we cannot be responsible for lost or broken items.**

WHAT **NOT** TO BRING FROM HOME

1. The state minimum standards suggest that these items not be brought from home: sugar coated cereal, potato chips, snack chips, bacon, sausage, candy, doughnuts, fruit flavored drinks, coffee, tea, soft drinks, sweetened milk, brownies, cookies with icing. If these things are included in their lunch, we will encourage our students to eat the healthiest item included in their lunch first and save these treats for last.
2. **Hand sanitizer!** In keeping with state minimum standards, we wash hands many times throughout our day. If it is clipped to your child's back pack or found in your child's back pack, it will be brought to the office and you can come to the office to pick it up at your convenience during office hours.
3. **ANY MEDICATION - over the counter or prescription!** Please do not send Tums, Pepto Bismol pills or any other kind of medication in your child's back pack. We go through back packs daily. *The first time medication is found in a backpack, a warning will be sent home, and we will lock the medication in the office until the end of the day. Every time after that first warning, you will be required to pick up your child each time we find medication (prescription or over the counter) in a backpack.*
4. **Breakfast.** Students should eat breakfast before arriving to school and are not allowed to eat it at school.
5. **Choking hazards** such as small coins, small objects, balloons, etc.
6. **Toys.** Toys should only be brought for teacher scheduled show and tell days. Toy weapons, toys of violence or toys that do not glorify God and His creation are not allowed at Weekday School.
7. **Sandals, flip-flops, boots or dress shoes** unless otherwise stated for a special event.
8. Anything not labeled.
9. Halloween characters such as monsters, witches, mummies, goblins, or any other **scary characters** should not be worn on clothing, backpacks, lunch boxes or be brought in the form of toys.

LUNCHES AND SNACKS

1. **Parents are to provide lunches and drinks** (include straws, spoons, napkins, etc) for their children. Send a lunch for the day **with an ice pack**. Weekday School is not responsible for your child's daily nutritional food needs. Lunch should be well balanced and healthy, **some state suggested choices of food are...** cheese, yogurt, meat, chicken, turkey, ham, egg, peanut butter, vegetables, fruit (fresh or canned), apple sauce, bread, dry cereal, rice, noodles, crackers, tortillas, bagels, English muffins, 100% juice, plain milk.
2. Child's name must be on lunch box.
3. Hot dogs, grapes and other choking hazards must be cut into small pieces or not sent.
4. Please do not send gum or hard candy to Weekday School.
5. **Please do not send food that must be heated or refrigerated. We cannot heat or refrigerate food.**
6. Weekday School serves a small snack each day of Goldfish, animal crackers or vanilla wafers. **If Weekday School plans to serve a snack your child is allergic to, the parent must provide an alternate snack.**
7. Parents may send a special treat for their child's birthday to be served at snack time. If you intend to send a snack for the class, please communicate with your child's teacher in advance.

CLOTHING

1. Please dress your child in washable, weather appropriate play clothes so that your child can actively participate in messy (paint, water, etc) activities and outdoor play.
2. All children should wear closed-toe shoes. **No flip-flops or cowboy boots** except on special occasions. **Tennis shoes are safest and preferred.**
3. Label all jackets, hats, gloves, extra clothes and backpacks.
4. **Shorts should be worn under dresses, please.**

POTTY TRAINING POLICY

All students enrolled in Weekday School must be potty trained. We have regularly scheduled potty times where we ask all students to try to potty, and of course, they may go to the potty any time while at Weekday School. Each classroom has a potty room attached to it. We understand that accidents might happen, especially during the first month of school. However, you will be notified in writing of every potty accident your student might have and after our first month, **if a child has more than one accident at school during a week or four accidents during one month, they are not considered potty trained and may be asked to leave the program.** Please also note that diapers/Pull-ups are not appropriate while at school. **Teachers and staff will not change students into diapers/pull-ups for rest time.**

Even if a child has not had a potty accident in a long time, please provide a complete change of clothes in your child's backpack including socks and shoes in case an accident happens or they get messy in some other way.

EXTENDED DAY

1. All children staying for extended day are expected to have a rest time appropriate for their age and development.
2. Children not requiring sleep are expected to rest quietly for one hour as required by the state minimum standards. After one hour of rest time, all children will be woken up for more activities.
3. **Parents must provide a labeled nap mat and blanket.** Label all items.
 - The nap mat must be free of rips and tears.
 - **Licensing requires a mat for each child.**
4. **You must be enrolled in extended day and pay the required fees in order to stay during extended day.**

TRANSPORTATION

In case of emergency, your child may be transported in an emergency vehicle, or with Weekday personnel to the hospital of your choice as stated on your signed *Authorization for Emergency Medical Attention & Emergency Contact Information* form from page 3 of your Admission Packet.

FIELD TRIPS

Field trips provide enrichment for Weekday students. However, due to the lack of transportation available to Weekday School, we no longer provide field trips off campus. We have on-site “field trips” where we have people come to Weekday School to do enrichment presentations or we walk to different sites on the church campus for enrichment activities.

WATER ACTIVITIES

A parent/guardian will be notified & permission will be required if water play includes a wading/splashing pool. We do not anticipate using a wading/splashing pool. However, in our center rooms, there are times that water might be used for science experiments and in the sensory table. On page one of the Admission Packet, you either gave consent or denied consent for this type of water table play. Of course, at **no** time will Weekday Students be left unattended and that includes during water table play.

ANIMALS

If animals visit Weekday School, parents will be notified in writing. State licensing guidelines will be followed regarding the animal’s required vaccinations. If your child has a pet they would like to bring to school, you must get the director’s permission and comply with providing all of the necessary documentation required by state law. Teachers and staff will practice state minimum standards, good hygiene and hand washing for the students while in contact with the animal and items used by the animal.

PARTIES

- Weekday School celebrates Thanksgiving, Christmas (with a focus on the birth of Christ), Easter (we focus on the new life we can have in Christ) and the end of the school year. Valentine’s Day is celebrated with in class activities, but we do not have a class party. We do have other special events such as Date with Dad, Mommy & Me Day, Pajama Day, and Orange You Glad Jesus Loves You Day.
- Parents will be notified of parties and celebrations. **There are only four events that we ask for your attendance or that someone fill in for you if you are unable to attend. They are are:**
 - **Date with Dad** on October 25th during lunch 11:15 to 12:30
 - **Christmas Program** on December 18th – seating begins 11 am and after the program we will have cupcakes.
 - **Mommy & Me Day** on February 28th during lunch 11:15 to 12:30
 - **End of the Year Program** on May 13th – seating usually begins at 11 am.
- Please do not send decorations (including piñatas) or food items that could be harmful such as popcorn, peanuts, peanut butter, hard candy, suckers, gum, balloons, thumbtacks or small plastic toys. Please do not provide expanding/inflatable sponges/figures that look like candy or capsules.
- For some events or activities, parents are asked to volunteer to bring assigned items.

HANDOUTS/ADVERTISEMENTS

- Do not send anything to Weekday School to hand out to other children in your child's class without checking with your child's teacher and/or the director beforehand.
- It is the policy of Central Baptist Church not to advertise events without church staff approval.
- It is the policy of Central Baptist Church, not to participate in fundraisers or to allow vendors to display and sell items at Weekday School.

RECALL LIST

A current recall list of child related items is located in the Weekday School Office. Weekday staff checks for these recalled items in our inventory. If one is found, it is removed. If you would like more information concerning this list, please see the flyer posted on the bulletin boards outside the Weekday School Office.

GANG FREE ZONE

It is against state law to participate in gang related activities within 1000 feet of a childcare center. If caught participating in these activities, penalties will increase.

PARENT CONDUCT

While on Central Baptist Church property and/or while attending any CBC Weekday School events, parents/guardians are expected to behave in a manner consistent with the Christian principles in which CBC was founded. Inappropriate language or conduct from parents/guardians may result in the forfeiture of fees paid and the removal of your child from Weekday School.

PARENT INVOLVEMENT

1. As a parent, you are always welcome at Weekday School. Please be sensitive not only to your child's need to adjust to separating from you, but also to his or her classmates' need to adjust to their parents' departure. You are welcome to call or come by Weekday School and check on your child's well-being at any time.
2. Due to the FBI background check process, parent volunteers are by request only.
3. Weekday School plans special events throughout the year that include both the children and their parents. You will receive information about these events from your child's teacher. Please see the section on PARTIES on page 17 of this handbook.
4. Parents will receive weekly communication. Any individual student concerns will be brought to your attention.
5. Central Baptist Weekday School is licensed by the Texas Department of Protective and Regulatory Services. You are welcome to bring any concerns or comments to the teacher's attention. If your concern is not resolved by teaching staff, you may bring this matter to the director's attention. Central Baptist Church provides a Weekday School advisory board that you are welcome to contact if the need arises. If you feel the need to contact the Bryan Regulatory office the phone number is 979-774-6779. You may anonymously contact The Child Abuse Hotline at 1-800-252-5400. You may view our compliance report and the rules of the Texas Dept. of Regulatory Services in the Weekday School office or access the web site of the TDPRS at <http://www.dfps.state.tx.us>.
6. All current inspections by the DFPS are posted outside the Weekday School Office on a bulletin board.

DISCIPLINE

1. Discipline will be:
 - a. Individualized and consistent for each child.
 - b. Appropriate to the child's level of understanding; and
 - c. Directed toward teaching the child acceptable behavior and self-control.
2. A caregiver will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include at least the following:
 - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - b. Reminding a child of behavior expectations daily by using clear, positive statements;
 - c. Redirecting behavior using positive statements; and
 - d. Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
3. There will be no harsh, cruel, or unusual treatment of any child by staff or by parents on the premises or on field trips.
4. The following types of discipline and guidance are prohibited:
 - a. Corporal punishment or threats of corporal punishment;
 - b. Punishment associated with food, naps, or toilet training;
 - c. Pinching, shaking, or biting a child;
 - d. Hitting a child with a hand or any object;
 - e. Putting anything in or on a child's mouth;
 - f. Humiliating, ridiculing, rejecting or yelling at a child;
 - g. Subjecting a child to harsh, abusive, or profane language;
 - h. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 - i. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
5. If a child's behavior becomes a concern, the teacher will notify the parent.
6. **The following is considered unacceptable behavior:**
 - Excessive running in the classroom or hallways
 - Being constantly disruptive
 - Throwing toys, rocks, sand
 - Abusive or inappropriate language
 - Regular lack of cooperation
 - Leaving the area or group without permission
 - Removing shoes or other articles of clothing
 - Using toys and materials inappropriately
 - Arguing with staff members or other children
 - Hurting themselves or others including but not limited to:
 - Hitting, biting, spitting, kicking, choking & pulling hair
 - Behavior determined by the director or staff to be unacceptable
7. **In cases where a child's behavior requires the parent to come pick up the child, PARENTS OR SOMEONE ON THE DISMISSAL FORM MUST PICK UP THE CHILD WITHIN 30 MINUTES OF BEING NOTIFIED. LATE FINES OF \$10 PER 5 MINUTES LATE WILL APPLY AFTER THIRTY MINUTES.**

8. Weekday School Aggressive Behavior Policy

One of the primary functions of our school is to ensure the safety and well-being of all of our students and staff. This policy sets forth the actions that Weekday school will take when the safety of our students **AND/OR** our staff is endangered due to the aggressive behavior of a child. **Examples of aggressive behavior: hitting with or throwing a hard object, shoving down, scratching, kicking, pinching, choking, slapping, etc.**

- Upon every occurrence of aggressive behavior, written notification will be given to the child's parents that this behavior has occurred.
- When there have been two (2) acts of aggressive behavior, the child will be suspended from attending Weekday school for the rest of that day and the following day we meet.
- If there is a third (3rd) display of aggressive behavior, the child will be suspended from attending Weekday for a full week (3 class days since we meet only 3 days a week).
- If there is a fourth (4th) display of aggressive behavior, the child will be suspended for a month from Weekday. Tuition will still need to be paid to hold your child's spot. When the child returns to school, written permission from a health-care provider must be presented before the child is allowed to return to class. A written notification will be given to the parents stating that any further occurrences of aggressive behavior will result in expulsion from Weekday school.

In extreme circumstances the Weekday director has the authority to override this policy and suspend or expel a child from school immediately.

9. Preschool Ministry-wide Biting Policy:

- If a child bites another student or staff member, the first time, they will be sent home for the remainder of the day and will be suspended for the next school day.
- If another biting incidence occurs during the same semester, the student will be removed from the program for the remainder of the semester. Please note that if your child is asked to leave the program for the first semester, to guarantee your child's spot for the following Spring semester, tuition must be paid each month; otherwise, the spot will be filled.
- The third time a child bites, they will be dismissed from the program.

10. CBC Weekday School reserves the right to remove any child from the program who consistently causes harm to himself, others or destroys property.

STUDENT DOCUMENTATION FORMS

You may receive one of these during the school year. It is documentation of a behavior that we have noticed that we know will cause issues for your child once they are in kindergarten. It is simply a tool to let you know what has happened in the classroom and to let you know that we are working on it here and that we encourage you to work on it at home.

If it is in relation to frequent potty accidents, there may be further repercussions as described in the potty training policy.

Biting incidents and aggressive behavior have separate forms.

CONTACTING OUR STAFF

Your child's Lead Teacher will let you know how best to contact her.

Our teachers are paid hourly, so please do your best not to contact them outside of Weekday hours.

Also keep in mind that they are limited in their cell phone use while caring for children. If you text them, you may not get a reply back right away.

You may contact her through during school hours at our school phone number of 979-776-7744 x 921 or you may call the director at her personal cell phone number of 979-450-0644. Unless it is an emergency, please do not contact the director outside of our business hours of Monday and Wednesday from 9 AM to 2:30 PM and on Fridays from 9 AM to 12:30 PM. We appreciate your help.

Please do not contact Weekday staff on their personal Facebook walls. This violates privacy laws for staff and other students. Please be careful posting photos of our Weekday students on social media as well. There will be some students whose parents do not feel comfortable having their children's photos on social media which is their right.

EMERGENCY PROCEDURES

FIRE DRILLS

To meet minimum standard requirements, we hold a fire drill every month. We use a bell and signs to indicate that there is a fire drill happening. Teachers have children stop what they are doing and line the children up and exit the building in an orderly fashion according to the diagram posted in each room.

FIRE AND BOMB THREAT EVACUATION PROCEDURE

When an actual fire alarm goes off in our building indicating that there might be a fire, children will be evacuated according to the diagram posted in each room or as directed by the police or fire department.

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable, the center will notify KBTX. Parents should listen to the TV station for information. An attempt will be made to call and inform parents if possible. We will also send a text using the Remind app.

TORNADO PROCEDURE

If we are alerted to a tornado, we will notify our teachers and students who are in rooms with glass windows. They will be evacuated to inner rooms with no windows to take cover or into the bathrooms between the classrooms and the doors will be shut. In the case of an actual tornado, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

SNOW DAYS AND POWER FAILURE PROCEDURE

If College Station ISD and/or Bryan ISD are closed, Central Baptist Weekday will be closed. If those schools dismiss early due to snow and ice, parents should come as quickly and safely as possible to pick up their Weekday student. Central Baptist Church has back up power and can provide activities for Weekday students until parents can come pick up their children as quickly as they are able to come.

CHEMICAL SPILL EVACUATION PROCEDURE

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the church is considered unsafe, the children will be loaded into church vans and staff members' vehicles as safely as possible and take them to an area deemed safe by the authorities. Information will be given to the police and KBTX and WTAW to have them notify the parents of our location. A Remind text will also be sent.

INTOXICATED PARENT PROCEDURE

If an intoxicated parent comes to pick up his/her child, Weekday staff will try to detain the parent. The director or designee will contact another person listed on the child's emergency contact information and ask them to come pick up the child. The director or designee will tell the intoxicated parent of the pick-up plan. If Weekday staff is unable to contact another pick up person, the child legally must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

INTRUDER PROCEDURE

If an unknown individual gains access to the Weekday School area, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder. If the person is determined to be an intruder, the staff member will try to get the person to leave the building. During this time, another staff member would then use the designated code to alert other team members in the building to contact the police. If possible, children will be taken to a designated area of the building. Staff would then proceed as directed by the police. An attempt will be made to keep in contact with all staff members who are taking care of the children to keep them apprised of the situation. Staff members have cell phones and walkie talkies with them at all times.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff members in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safely of the children to the best of their ability and will respond accordingly.

ACTIVE SHOOTER DRILL

In the recent update to the Texas Minimum Standards for childcare, they now require that licensed childcare facilities hold two program-wide active shooter drills during a school year. We do not share with the children that what we are doing is an active shooter drill. We tell them we are playing "Rabbit in a Hole." Our teachers read them the story below and then they practice being quiet bunnies hiding. Below is the Rabbit in a Hole story.

In the forest there were little rabbits that went to a little rabbit school. One day the teacher rabbit told the little rabbits about woodcutters who came and cut down the forest trees. "When the trees fall down it is not safe for the little rabbits," she said, "so they need to hide behind or under the surrounding rocks. So little bunnies, when you hear someone say the special words, 'rabbits in the hole,' run as fast as you can into your hole under the rocks where it's safe." The little bunnies listened to their teacher rabbit and even practiced going into their holes under the rocks. Then one day, the woodcutters came into the forest and started cutting down the trees! The teacher rabbit called out "Rabbits in the hole!" and all the little bunnies ran into their holes under the rocks, where it was safe. They did such a fantastic job, that not a single little rabbit got hurt.

An emergency is when something happens that we do not expect and we have to act quickly to keep ourselves safe. When we hear a siren from a police car or a fire truck, that siren is telling us that there is an emergency and help is on the way.

Did the bunnies fight over the rocks or did they help each other be safe? They helped each other and there was no fighting or arguing or hogging! Let's pretend like we are the bunnies in the story and our hiding place is the rocks. So, anytime you hear a teacher say, "Rabbits in the hole! Rabbits in the hole!" you need to hurry to our hiding place and stay there very quietly until I tell you to come out.

The children's emergency forms will always be taken when leaving the building. A head count will be taken when leaving the building as well.

If you need to reach us during an emergency or for emergency purposes such as an evacuation, fire, etc., please contact the director on her cell phone at 979-450-0644.

Contact Information

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