

# KIDS' DAY OUT

PARENT HANDBOOK  
2019-2020

## **General Information**

Our program runs from September through August. From September through May it is held on Tuesdays and Thursdays from 9:00 a.m. – 2:00 p.m. From June through August it is held on Tuesdays from 9:00 a.m. – 2:00 p.m. Your child must attend through the summer to hold their place in the program. The program follows Belton ISD school calendar. When they are out on Tuesdays and/or Thursday, we are out as well.

## **Enrollment and Registration**

Enrollment in our Kids' Day Out program is open to the community at large. Enrollment for the program is for a year at a time. At the time of enrollment, parents must complete a registration form and pay the non-refundable \$75 registration fee to hold their child's spot. Parents need to keep their registration forms up to date with current emergency information and pick up information.

Preschoolers are placed in classes according to their age on September 1st. Children do not move up to the next class on their birthday. This allows us to do appropriate teaching specifically designed for that age group.

Please notify the director two weeks prior to withdrawing your child from the program. Tuition money that has been paid for the current month will only be refunded on a prorated schedule if the two week notice has been given.

## **Tuition**

The tuitions for our program are:

- \$165.00 a month for September – May (Tuesdays & Thursdays)
- \$ 82.50 a month for June, July & August (Tuesdays only)

You can pay the tuition online at [firsttemple.org](http://firsttemple.org) or bring the payment (cash or check) when your child attends. Make checks payable to First Baptist Church. You can also pay with a credit or debit card at the church. You may also pay for the year, or multiple months of tuition if you would like to.

The monthly tuition is due on the first Tuesday or Thursday of the month. Any tuition paid after the **10<sup>th</sup> of the month** will be charged a \$10.00 late fee. It is your responsibility to pay the tuition on time. If you are having difficulty paying one month, please speak to the director so arrangements can be made.

You must pay the monthly tuition to keep your child enrolled in the program. You pay for the spot in our program even if your child misses because of illness, vacation, etc. We cannot prorate your tuition because of your child's absence. Tuition amounts remain the same each month regardless of the number of days the children attend. The program is financially dependent on the tuition. The teachers are paid whether your child attends or not.

Because of the holidays, etc. sometimes you may feel that you paid for a Tuesday or Thursday you did not use. However, because several months have five Tuesdays or Thursdays, it balances out. The monthly fee is the same for every month.

## **Fees**

There is a \$75.00 non-refundable registration fee. This is paid when you register for the program. If your child is enrolled after the year begins, this fee will be paid upon enrollment. From then on it will be due at registration.

There is a \$50.00 supply fee per year, due in October.

## **Communication with Parents**

We will email parent notes that show our unit of learning and the activities of each day. This note will help you know what your child is doing. These notes will also have important information that parents need to know. It is our program's way of getting you important information. Please make sure you have a valid email address on your registration form.

## **Arrival & Departure**

**We do not receive children before 9:00 a.m.** The teachers are busy preparing their classrooms for the day. Kids' Day Out begins promptly at 9:00 a.m. Important learning is happening from the very beginning. Please make every effort to have your child here on time. The doors will be locked at 9:30. You will need to ring the buzzer to gain admittance after that.

Knock on the classroom door when leaving or picking up your child. Your child's teacher will receive and return each child at the door. Please only enter your child's classroom to get them settled. Avoid slipping away from your child. Tell your child in a kind, but firm voice, that you are leaving but you will come back. Leave as soon as possible.

Please pick your child up promptly between 1:50 - 2:00 p.m. Children become fretful when they are the only child left in the room. If you are consistently late to pick up your child, you will be charged a late fee. We ask that all children stay until the end of the day to prevent disrupting the class. If your child needs to leave early on a day, please notify the teacher when you bring in your child.

## **Inclement Weather**

The program follows the BISD school calendar. When they are out of school for any reason, including bad weather days, there will be no Kids' Day Out. If BISD has a delayed start to school, KDO will start at 10:30 a.m. This allows our teachers to get their children to school at 10:00 and come get ready to receive your child. Local television and radio will broadcast this information.

## **Snack**

The church provides your child a snack each morning. It consists of goldfish, animal crackers, pretzels or cheezits as well as water. We do not serve snacks that contain peanuts or peanut butter.

## **Lunch**

Send a lunch each day with your child. Lunch should consist of finger foods and a drink. Please do not send food that has to be heated or refrigerated, as our classrooms are not equipped with microwave ovens or refrigerators. Please label the lunch box and all containers with your child's name.

Your child's lunch may contain peanuts and peanut butter unless another child in your child's class has an allergy that includes sensitivity to peanuts or peanut products. You will be notified in these circumstances, and we will ask that you not send any lunch foods that contain these ingredients.

## **Clothing**

Dress your child in play clothes that you don't mind getting dirty. Because of the activities we offer, your child will get paint and things on their clothes. Please send your child in clothing that is easily removed during bathroom visits. Drawstrings, overalls, belts, etc. are difficult for a child to manage. Please send an extra set of clothes (including socks) in your child's backpack each day.

**Children need to wear socks each day when they come to Kids' Day Out.** Socks are required on the playground. It takes away teaching time if teachers have to put socks on students.

## **Labeling**

Please label all items that you bring to Kids' Day Out. It is especially important that you label all cups, pacifiers, backpacks, jackets and sweaters.

## **Things to Bring**

Each day parents are expected to bring the following items for each of their children (in addition to a lunch):

\*Towel or small blanket for resting. We provide the rest mats. Please don't send big pillows or blankets. There is not enough room in the cubby for large items.

\*Bag/Backpack large enough to hold your child's lunch box and a change of clothes. Younger children will need diapers.

\*Change of clothing each day. Sometimes paint or drinks spill. If your child is toilet trained, please include an extra pair of underwear.

\*A small security item if your child needs this to sleep.

## **Things not to bring**

Please do not bring toys or items from home. Appropriate activities are provided for each day. The exception is items for show and tell. The teacher will communicate when those items can be brought.

Please feed your child breakfast before they come to Kids' Day Out. Do not bring them with food they need to eat upon arrival.

## Illnesses

We are a well-child facility. Children are more comfortable at home during illnesses and should be free of these symptoms 24 hours before coming to Kids' Day Out. A child should be kept at home when any of the following exists:

- Fever exceeding 99.9° F
- Vomiting
- Diarrhea
- Runny nose with snot anything other than clear
- Any unexplained rash or skin infection
- Frequent coughing/sore throat
- Conjunctivitis (Pink Eye) or other eye infection
- Lice
- Any other known contagious virus

If your child becomes ill or runs a temperature of 100.4° F while at school, you will be contacted to pick them up. **Please keep all information on your registration papers up to date at all times.**

Please notify the director if your child has contracted a communicable illness or disease, including lice.

## Shot Record

A copy of your child's current shot record must be turned in at the beginning of each school year.

## Medication

Teachers are not permitted to give medication to any child. Lifesaving medication may be given by the director in case of an emergency. Medication will be kept in the director's office and the parent's written consent will be kept on file.

## Injuries

Minor accidents occur as children play and explore. When such an incident occurs, teachers will care for the child and document the injury for the parents. Parents will be asked to sign the accident report. If a serious injury occurs that requires medical attention, we will notify the parent.

## Biting

Biting is a very sensitive issue with parents and children. We strive to maintain the safety of each student. If your child bites or is bitten while at school an incident report will be filled out and the director will be notified. The parents of both students will be notified on the day of the incident. Each case of biting will be handled on an individual basis. For a child who is having trouble with biting, we will work with the child and the parents to modify the behavior. However, if the child's behavior does not improve, the child will be asked to leave the program.

## **Discipline & Guidance**

We use positive guidance focusing on what a child should do. When there is a discipline problem, we redirect and show the child an appropriate way to handle the situation. We use age appropriate “time outs” when necessary. We will not use corporal punishment of any kind. Parents will be informed of behavior issues that arise that are of concern to the staff. FBC Temple Kids’ Day Out reserves the right to dismiss any child if we are unable to make progress concerning discipline problems and no improvement is evident.

## **Celebrations**

We will have class parties that celebrate special holidays. If you would like to donate items for these parties, sign up on the sheet posted at your child’s door prior to the celebration.

You may send cookies or cupcakes on or near your child’s birthday if you notify the teacher ahead of time. Gifts should not be given at school. Invitations to birthday parties may only be distributed if every child in the class receives one.

Please do not send candy, food, or treats to be given out to the children in your child’s class.

## **Parking**

Please park in the parking lots and not the drive through. If it is raining during drop off or pick up you may park under the drive through but do not block the drive.

## **Paying tuition on line**

Go to [www.firsttemple.org](http://www.firsttemple.org). Click on the word Give. In the left column put in the amount you want to pay next to Kids’ Day Out. Follow prompts.

## **Like Us on Facebook**

Like us on Facebook. Search for First Baptist Temple Kids’ Day Out. We will use this site to communicate events and important information for parents.

We want to serve you and for your child to feel loved and secure. If at any time you have a problem, please discuss it with the director.

Terri Young, Kids’ Day Out Director

[tyoung@firsttemple.org](mailto:tyoung@firsttemple.org)

254.541.3828

First Baptist Church, Temple  
Kids' Day Out  
Parent Handbook  
2019-2020

I have read and understand the policies and procedures presented in the FBC Temple Kids' Day Out handbook.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

PHOTO RELEASE

During the year we will be taking photos of the children to make the end of the year video and post on Facebook. We will not use your child's name in any publications. Please sign and return this form to your child's teacher.

I consent and give my permission for the use of: photographs, video and other forms of media of myself and/or my child taken at First Baptist Temple ministry events to be used for the promotion of First Baptist Temple on their web page, social media or printed material.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Yes, I have turned in my child's shot record or it is attached.

\*Please sign and return to your child's teacher.