



Operational Policies and Procedures

Our Mission

The Training Center is designed to serve and minister to families through their children. We want to provide a caring and enriching environment for children as well as give parents peace of mind that their child is in a loving, Christ-centered environment. Our goal is to help children grow as Jesus grew... "in wisdom, in stature, and in favor with both God and man" (Luke 2:52). Our mission is to provide a stimulating learning environment where each child is at the center of high quality programs taught by caring, nurturing teachers who provide unconditional love and attention to young children and their families united in a Christian facility.

Parents and The Training Center

The Training Center employees understand how difficult it is to leave your child. As parents, there is oftentimes guilt associated with leaving your child in someone else's care. Rest assured that your child will be loved and cared for! Open communication with your child's teacher will help to ease any concerns or questions that may arise. When parents have a concern, question, or comment, consider your child's teacher as your first resource. They are usually able to answer your questions, not only about classroom procedure, but also more general questions about child development. The Training Center employees spend many hours investing in your child and know your child very well. Please feel welcome to ask questions! If you have a question or concern which your child's teacher cannot address, or if you feel more comfortable speaking to someone else, please feel free to talk to the Director.

Parents are welcome to visit! If a parent wishes to read or present something to the class, please give the teacher and Director prior notice so that plans for that day can be arranged accordingly.

Times and Dates of Operation

The Training Center will be open Monday through Friday from 7:00am – 5:30pm January through December. The Training Center will close on the following holidays that are observed by the church: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, one week during the Christmas holidays, and New Year's Eve. If Independence Day falls on a Saturday, it will be observed on the Friday before, or if it falls on a Sunday, it will be observed on the Monday after. All holiday closings on The Training Center's calendar located on our information board or with your child's enrollment papers.

Arrival and Departure Procedures

Arrival

The Training Center will open the doors at 7:00am each morning. The students and parents should enter through the Christian Life Center's (CLC) primary entrance. Upon arrival, you must check your child in and deliver him/her to a Training Center employee. All children arriving between 7:00-8:00am will go into the gym and will be released to classes promptly at 8:00am. If your child arrives later than 8:00am, sign your child in and a Training Center employee will walk your child to his/her room. Remember that sometimes this can be a difficult part of the day for parents and children. Children transition best when goodbyes and

last minute hugs and kisses are quick. If you leave your child upset, feel free to call The Training Center and request an update on your child!

Parents of infants will take their children directly to the classroom. A Training Center employee may do this on a rare occasion; however, it is important for the teacher of the infant to have plenty of open communication with their child's teacher as infants' needs change often.

Please keep in mind that although you are welcome to bring your child to school as it fits with your family's schedule, teachers will begin class promptly at 8:00. If your child arrives later than that, he/she may miss out on important learning information and/or be behind in what the other children are doing. The Training Center teachers spend time carefully planning their classes to fit the needs of the students.

Part-time (Tuesday/Thursday) students will be allowed to arrive between 7:00-8:00am with classes beginning promptly at 8:00. The guidelines stated above in the "Arrivals and Departures" section will also apply to part-time (Tuesday/Thursday) students.

Students participating in after school care will arrive at The Training Center at approximately 3:30pm and will go directly to class.

Departure

When coming to pick up your child, enter through the CLC's main entrance. Sign your child out and a Training Center employee will collect your child from his/her class. Classes will end at 3:00 and students will participate in free play beginning at that point. As children leave, some classes will be combined to relieve teachers while still keeping appropriate teacher/child ratios as set forth by the state's minimum standards.

Children will **only** be released to individuals who are listed on your child's enrollment papers. There will be **no** exceptions as your child's safety is of utmost importance. If you wish for someone who is not listed on your child's enrollment papers to pick up your child from The Training Center, include a signed and dated note stating the individual's name and any information The Training Center should know. A parent or guardian may call The Training Center and get approval from the Director in an emergency case. The person may be asked to show a valid ID before any child will be released.

Part-time (Tuesday/Thursday) students will be released from classes promptly at 3:00pm. Students will enter the gym where parents will sign each child out and pick them up. Late fees will be assessed beginning at 3:10pm. See more information in "Tuition and Fees."

Kindergarten students will be released from class at 3:00pm. If your kindergarten child is enrolled in the after school program, he/she will go to his/her appropriate class. If your child is not enrolled in the after school program, he/she will be released to the gym where parents will pick up promptly at 3:00pm. Late fees will be assessed beginning at 3:10pm. See more information in "Tuition and Fees."

Enrollment Procedures

Admission to The Training Center is open to infants 8 weeks of age through 12 years of age or until the end of his/her 5th grade year. The Training Center is always enrolling children in classrooms where space is available. If there is not currently a space, your child can be put on a waiting list and the Director will contact you when there is an opening.

Parents who are interested in their child attending The Training Center should call and speak to the Director and request that their child be enrolled. Each family should visit The Training Center before the child's first day of class. Arrangements for this should be made during the pre-admission conference. The pre-admission conference is a time to sit down with the Director, meet the teacher, tour the facility and discuss your child. This conference will help prepare both the parents and the child in becoming familiar and comfortable with the policies and staff.

If there are no vacancies, you may tell the Director to put your child on the wait list. The Director will contact you when a spot opens for your child.

All required forms such as the enrollment forms, medical release, immunizations must be turned in to the Director before the child can begin attendance. There can be no exceptions to this as it is in alignment with the minimum standards set forth by the state.

Tuition and Fees

The Training Center Rates	
Full-Time	
Infants (8 weeks) – Pre-K 4	\$425 per month
After School Care (September – May) Kindergarten – 5 th grade	\$175 per month
School Age Summers (June – August) Kindergarten/5 years old – 5 th grade/12 years old	\$350 per month
Kindergarten (September – May)	\$500 per month
Kindergarten + After School Care	\$600 per month
Hold a spot (June and July) – allowed 4 days per month	\$100 per month
Part-Time (Tuesdays & Thursdays)	
Infants (8 weeks) – Pre-K 4	\$150 per month
Holidays	
Holiday Rate	\$25 per day

A registration fee of \$80 for each student or \$60 for each part-time (Tuesday/Thursday) student is required upon completion of enrollment forms and annually thereafter. Registration fees include supplies and the nap mat that your child will use throughout the year. **The registration fee is non-refundable under any circumstances.** On the day of registration, you accept responsibility for all tuition and fees occurred by your child for your child's spot on the predetermined start date. All fees are payable in advance of services. Payment for all tuition and fees must be paid monthly and is due on the first class day of every month. Part-time (Tuesday/Thursday) tuition is also due on the first class day of every month, and this may or may not fall on the same day as full-time tuition is due.

Late Fees

Tuition not paid by the 10th of each month will result in a \$15 late fee per child. Tuition not paid by the 15th of each month, will result in **termination** of your child's place in the program. In order to re-enroll, all application steps, including registration fees, will be required. There will be a \$29.00 fee on all returned checks. The returned check fee and all other incurred fees must be paid in cash.

Pick up for full-time is 5:30pm. The Training Center closes at that time so all children must be picked up by then. Pick up for part-time is at 3:00pm. There will be a \$10 fee for the first 10 minutes late adding a dollar per minute to each minute past that. The Training Center employees complete their work day at 5:30pm, and will appreciate your support and consideration in securing your children by this time deadline.

Absences

There will be no refunds given for absences. Tuition holds a spot for your child in the program. It is not necessary to call every time your child will be absent, but it is appreciated. If your child is absent for more than two weeks without calling, we will assume that you have withdrawn your child from The Training Center.

Tuition must be paid in full even for the months in which holidays are observed by The Training Center.

Medical Issues

Illness

Children must **not** be brought to The Training Center if they have: severe colds, undetermined rash or spots, fever exceeding 100.3, severe headaches, upset stomach (vomiting or diarrhea) or any other symptoms of illness. Parents will be notified to pick up their child immediately if signs of illness or a temperature above 100.3 degrees or high occurs during the day. Your child may be permitted back to The Training Center after 24 hours of showing no symptoms **without the aid of medication**.

Children with a highly contagious disease may not return to The Training Center until they have been examined by a doctor and the doctor has released the child in writing. In the event of a non-contagious situation, the child may be admitted back to The Training Center with a written note from the doctor stating that the child is not contagious and may return back to childcare. The Training Center will inform parents if their child has been exposed to a contagious disease. In turn, parents are also encouraged to make The Training Center Director aware if their child has been exposed to a contagious disease outside of The Training Center.

Medication

The Training Center employees are not allowed to dispense over-the-counter (OTC) medication. The Training Center Director may dispense prescription medication if it is in its original packaging and is clearly labeled with the child's name and dosage amount. Parents must provide a measuring instrument for dosing or the child will not receive his/her medication as The Training Center does not provide this. Parents must fill out the medication information page that includes the child's name, name of medication, dosing, date and parent signature before medication will be given. A new form must be filled out weekly even for the same prescription. If the prescription can be given at home, please make arrangements for this to happen.

Immunizations

As required by the State of Texas Minimum Standards and Rules for Childcare Centers, each child must have his/her current immunization record on file. If your child already has the most current copy of his/her immunization records on file at another school or program, you must turn in a signed and dated statement including this information and the name, address, and phone number of the program or school listed in the statement.

Medical Emergencies

Minor accidents occur as children play and explore. When an incident occurs, The Training Center employees will do all they can to determine the cause of the accident, care for the child, document the injury for parents and the Director, and evaluate the incident to determine how it can be prevented in the future. If a serious injury occurs, The Training Center employees or Director will contact the parents immediately. If a parent cannot be reached, we will contact your child's doctor for instructions. If the child

must be transported for immediate medical attention, EMS will be called. Please keep all your emergency contact numbers, allergies, and medical information up to date.

Parental Notifications

The Training Center will use telephone, email, notes home, and notes located on the information board to notify parents of important information. In addition, each child will have a folder that will contain any communication between teachers and parents. Please check your child's folder daily.

For inclement weather, The Training Center will notify our local radio station, 99.1FM, for closings, early releases, or late starts. You may also be contacted by your child's teacher.

Discipline

The Training Center believes that discipline and guidance should be consistent, based on an understanding of individual needs and development, and promote self-discipline and acceptable behavior. Appropriate behavior will be praised, recognized, and/or rewarded. Inappropriate behavior will be given a verbal warning and/or the child may be redirected. If the behavior continues, the child will be separated from the other children in a brief time out (lasting no longer than one minute per year of child's age). If the child's behavior cannot be modified and/or the child is endangering the other children, he/she will be referred to the Director. After a cooling off period and a visit with the Director, the child will be readmitted to the classroom. If a child poses a severe discipline problem or becomes inconsolable, the parent will be called to pick up their child. Physical punishment of any kind or abusive language of any kind toward any child will not be tolerated. Children are learning how to behave in a group. Mistakes will be made. We will **not** notify you of every behavior problem. We will contact you if the problem persists or is severe or puzzling.

Meals and Snacks

Students are permitted to bring a sack breakfast if arriving between 7:00-7:45am to eat in the dining room before going to the gym. Students arriving after 7:45 will **not** be permitted to go to the dining room. There will be no exceptions to this as it will interfere with the students' daily schedule. *Please keep this in mind and respect this guideline.*

Currently, The Training Center does not offer lunch so each child is responsible for bringing a nutritious, well-rounded lunch from home. For babies under 18 months, you will be required to give us updated information on your child's current feeding schedule every month until your child is primarily eating table food. For children in the two year old rooms and younger, please put their lunch in a divided container with a lid and include proper utensils. Also, include an extra cup for your child to have during snack time. For children in the three year old rooms and above, please ensure that your child's lunch includes any necessary utensils. To ensure the safety of the children, The Training Center employees will not be permitted to leave the room to warm food up for any child.

The Training Center does provide morning and afternoon snacks to all children who eat table food. Snacks will be nutritious and well-rounded including, but not limited to, fresh fruit, fresh vegetables, unprocessed grains, dairy products, milk and water. You can find the snack menu posted on our information board. If your child has special dietary needs, fill out that section in your child's enrollment papers. If you choose to provide your child's snacks instead of your child eating snacks provided by The Training Center, please sign your name on the designated line on page 4 of the enrollment papers.

Clothing and Personal Belongings

Children should dress in comfortable play clothes that can be easily removed for bathroom purposes. Occasionally, we will have messy art or science projects. We do put on protective coverings but accidents do happen!

We *highly* recommend tennis shoes to protect feet on the playground and for ease of movement throughout the day.

Each child should have a complete set of clothes available each day and all items should be labeled with his/her name. If your child wears his/her extra clothes home, send another set the following day.

Children may bring a blanket for rest time. *Please do not send toys or stuffed animals with your child as he/she will not be allowed to use these items.* Bringing toys from home often leads to disagreements and upset feelings.

Rest Time

All children, with exception to the after school children, will be required to rest quietly for no less than one hour and no more than two hours. If your child does not fall asleep or wakes up early, he/she will be allowed to participate in a quiet activity.

Field Trips

The Training Center may occasionally take children on a field trip. Parents will be notified and required to sign a permission slip in order for his/her child to attend.

Transportation

First Baptist Church will provide appropriate vans and/or people-mover to transport children during a field trip and from Fairfield Elementary and Fairfield Intermediate schools to The Training Center. These vans and/or people-mover will be driven by a Training Center employee.

Water Activities

Water activities will be limited to wading pools, sprinklers, water tables and other water toys. Parents will be notified in advance so that appropriate clothing can be provided.

Animals

The Training Center will not keep animals as permanent or overnight pets. If a Training Center employee or student wishes to bring an animal to show to class, the Director must first grant permission. Parents may or may not be notified when animals visit The Training Center. Children will always be supervised when visiting animals. All animals must have appropriate containment and have all its needs met (including food and water).

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.