

Policies and Procedures

Program

Our goal is to provide a safe and nurturing environment where your child can grow the way Jesus grew...“in wisdom, in stature, and in favor with both God and man” (Luke 2:52). Guided by a developmentally appropriate curriculum, our teachers plan and provide learning experiences and activities to help your child grow spiritually, physically, mentally, emotionally, and socially.

Enrollment

Healthy children age 6 months to pre-kindergarten may be enrolled in FBC’s Preschool & Parent’s Day Out. Children will be placed in rooms according to their birth date. We are always enrolling children in classrooms where space is available. If we do not currently have space, your child can be put on a waiting list and we will contact you when we have an opening. Priority will be given to teacher’s children and returning students.

Days and Hours of Operation

FBC’s Preschool & Parent’s Day Out operates on Tuesdays and Thursdays from 8:30a.m. to 2:30p.m. from September to May.

Holidays and Inclement Weather

FBC’s Preschool & Parent’s Day Out follows the Fairfield ISD Holiday Schedule (see the calendar for specific dates) with the exception of Thursday, October 1. We will be closed for FBC’s Annual Global Impact Celebration. In cases of inclement weather, we will follow FBSD’s decision to close, open late, or release early. Stay tuned to the local news or radio station for updates.

Tuition and Fees

Tuition is \$18.00 a day per child and is divided into 9 equal monthly payments of \$132.00. Tuition for PDO teacher kids is \$4.50 a day per child and is divided into 9 equal monthly payments of \$33.00. Tuition is due on the first Tuesday or Thursday of the month. Accounts not paid by the 15th of each month will be charged a \$15.00 late fee. Any child whose account is not paid by the end of the month will be withdrawn from the program.

The Fall Supply Fee is \$30.00. **The Fall Supply Fee and the first month's tuition are due at the time of enrollment. This is non-refundable and guarantees your child a spot in the program.** The Spring Supply Fee is \$20.00 and is due the first Tuesday or Thursday of January.

There is a \$25.00 fee for all returned checks. The returned check amount and all incurred fees must be paid in cash.

Absences

There will be no refund of tuition due to absences or cancellations. Tuition holds a spot for your child in the PDO program. It is not necessary to call every time your child is sick, but it is appreciated. Please call if your child has a contagious disease so we can inform parents and teachers. If your child is absent for more than two weeks without calling, we will assume that you have withdrawn your child from the program.

Illnesses

Any child suspected of illness will be separated at once from the other children, and parents will be notified to pick up the child. For the welfare of all the children, a child that exhibits any of the following will not be admitted to PDO:

1. Fever
2. Vomiting and/or diarrhea
3. Any symptoms of the usual childhood diseases
4. Acute cold symptoms
5. Pink eye or eye infection
6. Any unexplained rashes
7. Any skin infections

Your child must be symptom free for 24 hours before he/she can be admitted to PDO.

Medication

No medication will be given by PDO teachers. The PDO Director will dispense medication only when absolutely necessary. The medication must be brought in original packaging with child's name and dispensing instructions. We must have written permission from the parent before medication will be dispensed.

Arrival and Departure

Please do not drop off your child before 8:30a.m. Your child's teacher is busy getting the room and supplies ready for the day. **Please sign your child in and out every day.** This is for the safety of all the children. Your child should be picked up promptly at 2:30p.m. A late fee of \$5.00 will be assessed after 2:35p.m. thereafter \$1.00 will be added for each additional minute that your child is at PDO. If you are going to be late, please call so that we can reassure your child. Your child will only be released to those persons on the information sheet unless you notify us.

Snacks

Snacks will be provided by FBC's Preschool & Parent's Day Out. Please let us know of any allergies that your child has.

Clothing

We ask that children be dressed in comfortable play clothes that can be easily removed for bathroom purposes. We recommend tennis shoes to protect feet on the playground and for ease of movement throughout the day. Occasionally, we will have messy art or science projects. We put on protective coverings but accidents do happen!

Rest Time

All children one year of age and older 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.

Things to Bring

1. **Nap Mat:** For children 1 year and older. Please purchase the red and blue mats at Fred's. We will store this at PDO.
2. **Diaper Bag or Backpack:** All children should bring a bag to Preschool/Parent's Day Out every day. We ask that the bag be large enough to hold your child's lunch, change of clothes, diapers and wipes if necessary, and a security item. **Please label all items especially cups, pacifiers, bottles, and loose clothing.**
3. **Lunch:** Each child is to bring a sack or box lunch including a drink. We suggest finger foods. We do not warm or refrigerate food.

4. **Change of Clothing:** We ask that all children bring a change of clothing every day. Accidents happen; sometimes paint or a drink spills. Please label the clothing and put it in a ziplock bag.
5. **Security Item:** If your child has a security blanket or toy needed to sleep, please label it and leave it in your child's bag until rest time.

Things Not to Bring

Please do not bring toys or items from home with the exception of a security item. Bringing a toy often leads to disagreements and upset feelings.

Injuries

Minor accidents occur as children play and explore. When an incident occurs, workers 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, we will contact the parent 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.

Discipline

FBC's Preschool & Parent's Day Out 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 1 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.

Parent Visits and Participation in the Classroom

Parents may visit or observe their child at any time during the PDO Program. If your child is having separation problems, please try to observe them without being seen. We will have special days where parents will be invited to join their child at Preschool & Parent's Day Out. We may also require your help with special snacks, supplies, and parties.

Employment Opportunities

If you would like to substitute teach or teach regularly at FBC's Preschool & Parent's Day Out, please contact the Director.