

# Our Program

The purpose of First Baptist Preschool is to extend the ministries of the church to the community by providing a program that will develop the physical, mental, social, emotional and spiritual growth of each child through a beginning Christian education.

The Preschool is committed to serving as a ministry of First Baptist Church and its purpose is to bring to its students the knowledge that God loves them, teach Biblical and Christian ethics and to equip them with academic and social competencies to give them opportunity to grow into successful adults. This statement is the foundation for the following tenets of the philosophy of First Baptist Preschool.

- We believe that the Christian emphasis given in our center should develop Christian values.
- We believe the curriculum should reflect Christian values as it teaches the academic concepts that are age appropriate to each child.
- We believe this center exists to minister to families regardless of race, color, national origin or ethnic origin and to meet the needs of all children.
- We believe this center is a ministry of First Baptist Church and that it is important that we stay true to the Christian beliefs of the church in spirit, truth, speech, action and deed while teaching children beginning educational concepts.

## **WELCOME**

Welcome to First Baptist Preschool of Portland. It is our desire to give your child a firm beginning educational foundation through our A Beka curriculum in a loving, Christian environment. Daily interaction with your child will teach them that they are a precious gift from God and a treasure to us here at First Baptist Preschool.

Communication is the key to your child's success. If you ever have any questions or concerns about our program, curriculum or care your child is receiving, please contact the Director. The door is always open to you and your concerns are important to us.

First Baptist Preschool strictly adheres to the Texas state minimum standards in our practice and procedures and is governed by the Texas Department of Protective and Regulatory Services referred to as TDPRS.

## **HOURS OF OPERATION**

Monday-Friday  
7 a.m. to 6 p.m.

It is preferred that students be present between the hours of 8 a.m. and 12 p.m. during our core teaching time to take advantage of the A Beka curriculum. The benefits of arriving prior to 8 a.m. are that your child will have greater success the more they participate in the program and it will keep interruptions of instruction time to a minimum so as not to disturb the learning process of others.

## **HOLIDAYS AND CLOSURES**

First Baptist Preschool is open year round except for the following holidays.

August 18 & 19– Teacher in-service days

November 24 & 25 – Thanksgiving

January 1 – New Year's

May 23 – Memorial Day

\*NOTE: The preschool will be closed any day Gregory-Portland ISD is closed due to inclement weather.

September 5 - Labor Day

December 23 & 26 – Christmas

March 25 – Good Friday

July 4 – Independence Day

## TUITION

*We are a non-profit ministry to the children in this community.*

Tuition is billed weekly on the first weekday of each week and is paid directly to the preschool office. A late fee of \$15 will be charged to all accounts not paid by the close of business on Monday of each week. If tuition is not paid Monday, your child will not be allowed into the classroom Tuesday and childcare will be terminated immediately unless arrangements have been made with the director in advance. Please note-It is our goal to eventually go to monthly tuition, if you are able to pay tuition monthly or semi-monthly, please do so to help us keep our cost of tuition down. You may make payments coincide with your paydays as long as payments are in advance--prior to services rendered.

We reserve the right to make adjustments to tuition fees as may be required by increased/decreased operational expenses. Parents will be notified in writing and given at least 30 days notice of any changes that need to be made.

If you receive childcare assistance from Workforce, you must keep us informed of any changes. We are required to report all absences and/or delinquent or late payments to Workforce daily. Tuition is due on the first of each month and is considered late if not paid by the third of each month—a \$15 late fee will apply and Workforce will be notified. Workforce parents must also swipe their child's card daily. *Any Workforce account that shows red on the website will incur a private pay charge for that day and the child will not be able to attend until account is current.*

Tuition rates:

Class	Weekly	Semi Monthly	Monthly	Registration Fee
Infants	\$150	\$325	\$650	\$105
Young Toddlers	\$135	\$293	\$585	\$105
Toddlers	\$120	\$260	\$520	\$130
Early Preschool	\$115	\$250	\$500	\$130
Preschool	\$110	\$240	\$480	\$140
Pre-Kindergarten	\$105	\$228	\$455	\$140
Crusaders	\$55	\$120	\$240	\$65
Academy Crusaders	\$45	\$100	\$200	\$65

Note: Once you have completed one year of care at the preschool you may receive one week's vacation credit for each child. Vacation credits must be taken at the same time for each child and may not be taken within twelve months of the prior credit. Children cannot be in attendance for the week that credit is taken.

## ARRIVAL AND DISMISSAL OF CHILDREN

ALL children **must** be clocked in and out through the Childcare Manager Program in the Preschool office every day. After school children will be signed in by office staff daily and **must** be signed out at time of pick-up by an adult. Any person who has permission to pick up your child must have their own pin number to allow you and the preschool to know who picked up your child. The system also collects information that helps us track attendance and lunches for our program.

Children will only be released to parents or authorized persons as specified on each child's record. If someone else is to pick up your child, you must notify the office in advance. We will not accept verbal messages from anyone except the parent/guardian of that child. Please be patient with us as we get to know you—for the protection of your child, we may ask for your identification or that of someone who is picking up for you. After the child is clocked out of our childcare manager system you will be given a colored card to give to your child's caregiver. This tells the teacher that the person picking up a child has been cleared through the office. Anyone who does not have the appropriate card will be returned to the office to follow proper procedures before a child is released.

**Workforce parents:** You **must** swipe your workforce card every day, as well as, clock in and out of the Childcare Manager system. Failure to swipe your workforce card or to clock into the Childcare Manager system can result in your childcare benefits being terminated. Please note that you must bring the receipt from the workforce machine to your child's teacher along with the colored card of the day to pick up in the evening. Again, failure to swipe will cause your child's removal from the program and possible termination services.

**Infants:** Infants are to be dropped off and picked up in the "Parent Zone" just inside the classroom. Staying within this zone will cut down on debris and bacteria in areas that our youngest ones are in. When picking up an infant from the Infant 1 classroom, please ring the doorbell and a teacher will come and help you.

**Multiple children: NO SIBLINGS OR OLDER CHILDREN ARE ALLOWED IN OUR INFANT ROOMS AT ANY TIME.** If you have more than one child in our center, please pick up the youngest one first. We ask that you **not** allow siblings of infants and toddlers into those rooms. Picking up your infant/toddler **FIRST** and dropping them off **LAST** will help us keep the infant room safe for our youngest students. Allowing older children into these rooms could be cause for your children to be removed from the program.

**Late pick-up fee policy:** Because we are licensed to care for children only between the hours of 7 a.m. and 6 p.m., children are to be picked up **before** 6 p.m. daily. In an emergency, a late pick-up fee of \$15 per child will be charged to your account at 6:05. An additional \$30 will be charged at 6:15 and every fifteen minutes thereafter that you are late. If you have an emergency and are going to be late, please inform us by calling the preschool office at (361) 643-4644 so we can plan on additional staff to be available to care for your child. \*Note: Late fees will still be applied at above stated intervals.

**Child custody:** The preschool has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary/permanent custody to one parent or a third party. The preschool must be given a copy of the court order bearing the court's signature before we can comply.

**Child abuse:** The center is required by Texas state law to report any suspected child abuse or neglect. Our policy is first and foremost to look out for the best interest of the children in our care.

**Withdrawing:** A two week written notice must be given to the preschool before withdrawing your child. If no notice is given, your account will incur additional charges for two weeks or until that space is filled which could hinder your chance of enrolling at a later date.

### HEALTH CHECKS

Each caregiver conducts a visual scan of each child upon arrival and periodically throughout the day looking for signs of illness, abuse or neglect. Any concerns are documented in teacher's notebook and brought to the director's attention for proper notifications.

### ILLNESS AND EXCLUSION

We can only accept healthy children into the facility. Parent cooperation is crucial for the well-being of all of our children and staff. Anyone with the following symptoms will be required to go home:

- \*Fever of 100.4 or higher
- \*Diarrhea
- \*Vomiting
- \*Sore throat
- \*Skin eruption or rash
- \*Severe coughing
- \*Colored discharge from nose or eyes
- \*Lethargy

Children must be picked up within one hour of notification for the health, safety and welfare of your child, classmates and staff. Failure to do so could result in your child's removal from the program.

Children must be completely *symptom free for 24 hours* before they can return to the preschool. This is a state requirement, as well as, our general policy to help prevent the spread of disease.

We will notify parents if children are exposed to any communicable disease within our center. Please do the same and notify the preschool office if your child has been exposed to diagnosed with a disease outside of our facility.

### IMMUNIZATIONS

The laws of the state of Texas and the TDPRS require the following immunizations for ALL children enrolled at First Baptist Preschool:

- |           |       |           |     |
|-----------|-------|-----------|-----|
| Hep A     | Hep B | DTaP      | HIB |
| Varicella | PCV   | Influenza | IPV |
|           | MMR   |           |     |

*A copy of the child's current shot record must be in the child's file prior to attendance per state regulations.  
An immunization schedule is located at the back of this handbook for your convenience.*

**Physician's Statement:** All children must have a written statement signed by their physician who has recently seen them stating that they are physically able to take part in a preschool program.

## MEDICAL EMERGENCY

In case of accident or illness we will at all times try to contact the parent, emergency contact or the child's own physician if we deem necessary. In an extreme emergency, we will call 911 for medical evaluation and then contact the parent. Any question regarding the health and safety of the child will be determined by the administration on campus. These determinations will only be made by administration when neither parent, nor emergency contact, can be reached or when immediate medical attention is needed.

## DISPENSING MEDICATION

Prescription and non-prescription medicine must be kept in the preschool office-**NO MEDICATION IS TO BE KEPT IN THE CLASSROOM, BACKPACK OR DIAPER BAG.** This includes over-the-counter medications and ointments. Please do not leave medications with a teacher or in your child's bag.

- **A medication form** must be obtained from the office and filled out before any medication will be administered.
- Medications are only administered at 9 a.m. and 3 p.m. Parent must inform preschool staff every morning that medication needs to be administered and at which time it is needed.
- ALL medications to be given must be in their original container with the original label and current expiration date clearly visible.
- We can only administer medications according to the directions on the original container regarding dosage and age requirements—no exceptions.
- Prescription medicine must be in a non-expired container with that child's name and dosing information on it (not a sibling's).
- All non-prescription drugs must be placed in a Ziploc bag with the child's name clearly written in sharpie on the bag and still in its original container. Again, all medications will be given according to product label.
- If medication states "twice daily", medications must be administered at home before and after preschool.

**Note: Any medication that does not follow the above mandates will not be administered. It is imperative that all mandates be followed exactly to protect your child and our staff. No exceptions will apply.**

## CURRICULUM

First Baptist Preschool uses A Beka Curriculum for all of our classes. It is an amazing program that builds on itself each year. With its Christian base and fundamentals of learning, it is a wonderful foundation for early learning in the preschool years and gives the children early educational success.

**Chapel:** Each Wednesday morning at 9:30 we gather together (Todds through PK) for chapel in the First Baptist Church Sanctuary. It is a time for singing praises and hearing the Word on our own age level amidst a load of fun.

## Extracurricular

**Music:** First Baptist Preschool is excited to provide music classes to our children this Fall as part of our regular curriculum. The children will have opportunity to reinforce classroom learning through different musical genres, rhythms, voice, dance and instruments which is proven to strengthen retention of needed skills and concepts.

**Soccer:** Soccer Kicks is offered each Monday on our campus. Sign up forms are available in the preschool office and the cost is \$35 each month payable directly to Soccer Kicks.

**Dance:** Tippy Toes studio offers dance classes for mature two year olds through Pre-Kinder on our campus each Tuesday afternoon. For information or to sign up for classes contact Tippy Toes directly.

**Gymnastics:** Tag's World Gymnastics offers classes for mature two year olds through Pre-Kinder on our campus each Wednesday morning. To register, try a class or for more information contact the preschool office. The cost is \$45 a month and can be added to your preschool tuition account for your convenience.

**Spanish:** Each Thursday Spanish classes are held for all of our students as part of our regular curriculum. We are pleased to be able to offer this and are excited at how quickly the children are picking it up.

**Fun Fitness:** Fridays are fitness Fridays at FBP where the children and staff participate in thirty minutes of fun aerobic activity. It is a wonderful time of music, dance, laughter and energy and is also part of our regular curriculum.

## MEALS

Students are served a morning snack, lunch and an afternoon snack. Our menu is prepared according to guidelines set by TDPRS and the nutritional council. Our kitchen team is certified in food handling and our kitchen is inspected by the San Patricio County Health Department regularly.

**Infants:** Menus are available in the office at the beginning of each month. Parents of infants should highlight items that their infants are not ready to eat and attach to permission slip in your child's classroom. On the days your child will not be eating menu items, please provide age appropriate baby food.

**Allergies:** Due to allergies (some of which are severe) we ask that no outside food be brought onto our campus. If your child is having breakfast with you, please make sure that he/she has finished it before bringing them to class. If you desire to bring treats to your child's class for a special occasion (birthdays, holidays), please clear it with the office one week prior to the event to allow for allergy accommodations. **No peanuts or peanut products are allowed anywhere on campus regardless of occasion or location.**

## **DISCIPLINE**

We make every effort to teach our students proper classroom behavior and how to get along well with others. We believe that praise and encouragement for good behavior is a much better approach than focusing only on unacceptable behavior. We never withhold food, love or attention as punishment.

A brief cool down is the preferred method used as a last resort of correction and is used only to give the child a moment to reflect and redirect behavior. We adhere to guidelines set by TDPRS which states that cool down is limited to no more than one minute per year of age of the child. Occasionally a visit to the office for a firm (but loving) talk with the director is needed to reinforce positive behavior. A daily report is sent home which will give a summary of your child's day along with any disciplinary action that needed to be taken.

**Dismissal from our program:** We rarely find it in the best interest of the child to remove them from our program. If discipline problems cannot be resolved in a way beneficial to your child, classmates and staff, we reserve the right to dismiss any child from the First Baptist Preschool program. Please know that every effort to help each child develop behavior that will allow success in the classroom is made. We are not trained to diagnose or treat problems, however we will do everything we can to help your child recognize how wonderful and special they are. It is imperative that they know that they're loved regardless of behavior.

## **TUBERCULIN TESTING**

TB testing is not required by the Texas Health Department in our area; therefore, we no longer require tuberculosis (TB) testing on staff members employed at the preschool.

## **HEARING AND VISION**

By law we are required to have on file a vision and hearing screening for each child 4 years of age or older (4 years old by Sept 1<sup>st</sup> of the attending year). Screenings must be done by a certified or licensed screener or by a health care professional and will be offered once a year on campus for your convenience. In lieu of the official screening exam a signed statement may be provided by the child's parent stating the records are current and on file at any program or school the child attends away from the preschool. The statement must be dated and include the name, address and phone number of the program or school the student attends.

## **TRANSPORTATION**

We maintain two vehicles for transporting students to and from their public school, as well as, traveling for field trips. Children are to be at the bus no later than ten minutes after school is released for us to provide transportation. Please notify the preschool if alternate arrangements have been made to not hold up our afternoon routes. All riders must at all times be safely secured in seat belts and booster seats, if needed. Only children who have already turned four will be allowed to be transported on our vehicles. Children are accounted for upon entering and leaving each trip. Please note the Acknowledgment Page at the end of this handbook provides the authorization for parents to allow us to transport each child.

## **FIELDTRIPS**

Transportation for fieldtrips is provided on our preschool vehicles for children four years and older. Parents are notified in writing at least 24 hours prior to events and an attendance roster is posted in the classroom, as well as, the office prior to each trip. A signed permission slip must be on file for your child to attend. On occasion, parent volunteers are needed to help chaperone an event. If you are interested, please see administrative personnel. Please note that children will not be allowed to leave an event with a parent. They must return to the facility to be picked up and clocked out properly for security purposes. We thank you for honoring this policy.

## **WATER ACTIVITIES**

Occasionally during warm summer months the preschool will set up shallow splash pools and sprinklers for the children to play in on a rotation basis. Splash pools are drained, sanitized and dried after use and stored inside the air conditioning area away from the children until needed. Sprinklers are stored in the resource closet and are only used in the large grassy courtyard between the Preschool and Academy buildings. Our school-aged students are taken to the community pool rather than playing in our shallow splash pools where appropriate equipment and adequate lifeguards allow the children a safe/fun playtime.

## **ANIMALS**

We do not generally allow animals at the preschool. If a special event arises when we will have ANY animal visit the preschool, parents will be notified in writing at least 24 hours prior to the event and a notice will be put on the classroom parent board.

## **TV AND MOVIE POLICY**

The preschool will allow theme related G movies to be shown on occasion with discretion from the director to our three and four year olds. Movies that are selected must be age appropriate for the intended audience and will be posted for parents to have time to give approval for the event.

## **TOYS AND ELECTRONIC DEVICES**

To avoid loss or damage to special toys and electronic devices we ask that parents not allow them to be brought to the preschool. If your after-school child has a cell phone, pad, tablet, or any other electronic device, please instruct them to leave it in their backpack until they leave campus. Electronic devices, if seen, will be taken to the office and held to be picked up by a parent. On occasion students will be allowed to bring one item from home that goes with the theme of the week for show and tell. Check your child's parent board for such times.

## **DRESS CODE POLICY**

First Baptist Preschool children participate in an active play environment. Because of this children should wear comfortable and appropriately sized clothing without complicated or difficult fastenings. Closed toed shoes are preferred and preschool children should not wear distracting jewelry to school. Abiding by the dress code will help all children feel comfortable in their learning environment.

## **VISITORS**

First Baptist Preschool welcomes family involvement in our center; however, we ask that visitors always check in at the office before entering any classroom. While your child may be mature enough to handle a visit from you, many of our children are easily upset when adults enter their room. It disrupts their day and makes it more difficult for them to adjust to the child care environment. For this reason we ask that you keep visits within the classrooms to a minimum (especially during morning curriculum and naptime) and always check in at the office upon your arrival on campus. Please note that older children are never allowed to visit in our young rooms.

## **PARENT PARTICIPATION**

From time to time assistance is appreciated from parents for special activities. Volunteering to help chaperone, assist with classroom parties, water day, fundraisers, etc. is a great way to watch your child in their day-to-day environment. The child feels special when the people they love are able to attend and get involved. All participation should be under the direction of your child's teacher and administrative staff. Again, please check in at the office before entering your child's classroom.

## **PARENT COMMUNICATION**

First Baptist Preschool believes it is imperative we keep communication lines open with our parents and has several modes by which to do this. Each parent is given a handbook at the time they enroll their child which contains all the rules, policies, guidelines and procedures of our center. The parent signs the last page showing they have received the information and that form is placed in the child's file. The parent bulletin board is located in the Preschool office and holds copies of our latest inspections, Keeping Children Safe, Emergency numbers, Staff roster and placement list along with information on where to go to view current state minimum standards. The white board outside of the preschool office keeps parents informed of all upcoming deadlines and events along with important information. First Baptist also has designated the preschool office desk to showcase any changes, upcoming events, fieldtrip attendance lists or any other information the center needs to relay to the parents. Each parent should sign up at remind.com to receive emergency text messages from the preschool. This system is used in case of any emergency including weather, intruder, fire, etc. Check with the FBP office to receive the code to enroll.

**Reports and notices:** The Preschool has duplicate forms to inform the parent of different situations that have occurred with their child on any given day. These include daily reports which give a summary of what the child has done, how they have responded and participated, what they have eaten or had to drink, whether they napped or not along with any needs their child may have; accident reports which detail any injury the child may have incurred, discipline reports which document behavior that disturbed others; as well as, incident reports which document when one child has harmed another child. One copy is sent home with the parent and one copy is placed in the child's permanent file. The center also keeps on file illness forms that are sent with the parent of any child that has had a symptom that keeps him from attending preschool. That child is not allowed back into the center until symptom free for a period of at least 24 hours. If ever there is an illness that parents need to be made aware of, a notice is placed on the office desk and on each classroom door as well.

**Policy changes:** Any time there are changes to any of our policies they will be posted on the parent board located on the whiteboard outside of the preschool office. A second notification is placed on the counter in the office next to the Childcare Manager keypad to allow all parents access as they check their children in/out. Written notice is passed out to parents through the children's take home folders prior to changes to allow parents time to have questions answered. The preschool staff is always willing to answer questions or to help with any situation that may arise. Stop in and let us see how we can assist you.

### **BREASTFEEDING**

First Baptist Preschool encourages and welcomes breastfeeding moms. Feel free to come and nurse your child as their schedule dictates. First Baptist Preschool will do whatever we can to make this transition for you and your infant as easy as possible.

### **GANG-FREE ZONE**

First Baptist Preschool operates in a gang free zone. This means a designated area of 1000 ft. around the center is prohibited from gang related activity. ANY suspected activity will be reported to the authorities immediately.

### **EMERGENCY PREPAREDNESS PLAN**

All staff members are trained in CPR and First Aid. Each classroom has an emergency backpack containing roster with emergency numbers, authorizations and care information, water, first aid materials, epi pens, medications and other supplies that may be needed. These backpacks are carried by the teacher wherever their class goes. If necessary, each child will be signed in/out with their teacher on their backpack clipboard. An evacuation route has been posted inside each of our classrooms. The responses and procedures to various emergencies our facility follows are as follows:

**Severe Weather Alerts:** *FBP will be closed any day GPISD is closed due to inclement weather.*

**Tornado:** Children will be relocated to the Fellowship Hall throughout the duration of a tornado warning.

**Flood:** Any time the property or roads surrounding the property are flooded; the preschool will follow the advice of local authorities and close the facility for the safety of our children and employees.

**Hurricane:** Parents and staff should listen closely to authorities and news media once a hurricane has entered the Gulf of Mexico for information. The preschool will follow the advice of local authorities as to the appropriate times to close the facility.

**Communicable Disease:** If there is an outbreak of a communicable disease, parents, the local health department and licensing will be notified by administration.

**Intruder:** Should an intruder enter our premises, all classes will be put on lock down and administration will contact authorities, keep staff informed and work with intruder to alleviate situation.

**Gas Leak:** During a gas leak staff and children will be relocated to the education building until authorities clear it safe to return.

**Bomb Threat:** In the event of a bomb threat children and staff will evacuate to the designated safe area which is GPISD Central Office, 608 College Street, Portland, TX, 78374. (643-6566)

**Fire Drill:** Fire drills are performed once a month with two different avenues of escape practiced—Plan A leads us to the larger West parking lot and Plan B leads us to the North parking lot near the Boy Scout building.

**Weather Drill:** Severe weather drills are performed quarterly leading all staff and children to the fellowship hall until the all clear has been given.

## **SECURITY**

First Baptist Preschool is very concerned about the safety of our students and staff. Because of this, we have installed coded gates at three exits, as well as, a camera and magnetic lock at our main gate. It is of the utmost importance that we not hold gates open for anyone that we do not know to maintain our security. Always use the main gate when arriving at the preschool--our staff is not allowed to let you in through another gate regardless of how well we know you. Upon arriving at the main gate please look into the camera to your left so that we may identify you. Please do not allow your children to push the button or touch the screen to help prolong the life of the equipment.

## **INSPECTIONS AND LICENSING**

We have available for review a copy of the TDPRS Minimum Standards that provides our preschool with the rules and regulations we abide by. These regulations are in place to protect each child and individual associated with the care of your child. Also available for parental review is TDPRS licensing information, reports associated with licensing and the following inspections:

Health inspection

Fire Inspection

Gas inspection

Liability insurance

## **TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES**

You may contact the local licensing office at:

4202 Greenwood Drive

Corpus Christi, Texas

(361) 854-2011

## **PRS CHILD ABUSE HOTLINE**

1-800-252-5200

## **PRS WEBSITE**

[www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

**If you suspect that your child has been abused, do not hesitate in contacting the above agencies. Please notify the preschool director if there is anything she can do to assist you. Also understand that it is mandated by state that we must notify authorities if any child has injury or bruising on them or alerts us to possible abuse.**

**Remember the safety and welfare of your child always comes first and is of utmost importance to First Baptist Preschool.**

# FIRST BAPTIST PRESCHOOL BITING POLICY

While biting is not an acceptable or tolerated behavior at the preschool it is a typical occurrence among toddlers. When biting occurs preschool staff will make every effort to identify the cause of the behavior and resolve the issue. If the issue cannot be resolved and the behavior continues, the following procedures will take place to ensure the safety and protection of all of our students and staff. State standards require the preschool to notify the parents of the child performing the behavior, as well as, the child who received the behavior; however, the names of the children will never be shared.

When biting occurs:

Our staff's job is to keep the children safe and help the child learn more appropriate behavior. We do not use techniques to alarm or harm the child such as biting them back or washing their mouth with soap.

For the child that received the bite:

1. First aid is given to the bite by cleaning it with soap and warm water then applying vanilla and ice.
2. Incident form is filled out documenting incident and signed by parent and administrator and is then placed in child's folder.

For the child who bit:

1. The teacher will firmly tell the child "No, no. We do not bite" and show them their friend's "owie".
2. The child will apologize.
3. The child will sit in time out one minute for each year of age.
4. Incident form is filled out documenting behavior and is signed by parent and administrator and is then placed in child's folder.
5. Incident form is placed in caregiver's file to document incident.

When biting continues:

1. The child will be shadowed to help prevent biting incidents.
2. The child will be given a paci or teether to give the urge to bite another direction.
3. The child will be observed by the staff to determine what is causing the child to bite. The administrative staff may also observe the child to determine cause for behavior.
4. The child will be redirected and given positive attention for positive behavior.
5. A discipline plan will be created between parent and administration to correct the behavior or, if necessary, removal of child from the center.

When biting is excessive: The parent will be called to pick up child for the remainder of the day. Administration will meet with the parent to re-evaluate discipline plan and attempt to change behavior. If parent and administration working together are not able to change behavior, the child could be removed from the program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Handbook Acknowledgment Page

- I have received and read the parent handbook for the 2015-16 school year and agree to adhere to the guidelines set forth therein. I understand that not adhering to the guidelines could result in my child's removal from the program.
- I give permission for my child to be transported on the church bus to and from school for before and after care and/or field trips. I understand that I will be notified at least 24 hours before a field trip in writing and must have a signed permission slip on file before my child will be allowed to attend.
- I acknowledge and agree that my child may be photographed during the year and could be included in any school related video or publication.
- I give permission for my child to participate in playtime and recreation on the center's playground.
- I have read and understand the changes in policies effective upon receipt of this handbook and will abide by these changes.
- I understand that if my child is not picked up due to an emergency by 6:05 pm a late fee of \$15 will be charged to my account. I further understand that \$30 will be charged at 6:15 pm and each fifteen minutes after that my child is at the preschool.
- I understand that ALL medications MUST be current and in their original containers with my child's name on them to be administered. I further understand that the medications can only be administered according to the physician's written directions on the label and will be given at 9 am and 3 pm only.
- I understand that medications labeled "twice daily" will not be administered at the preschool.
- I understand that my tuition is due on Monday and a late fee of \$15 will be applied to my account if not paid before 6 pm on Monday.

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Parent Signature

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Date

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Child's Name

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Class Name