

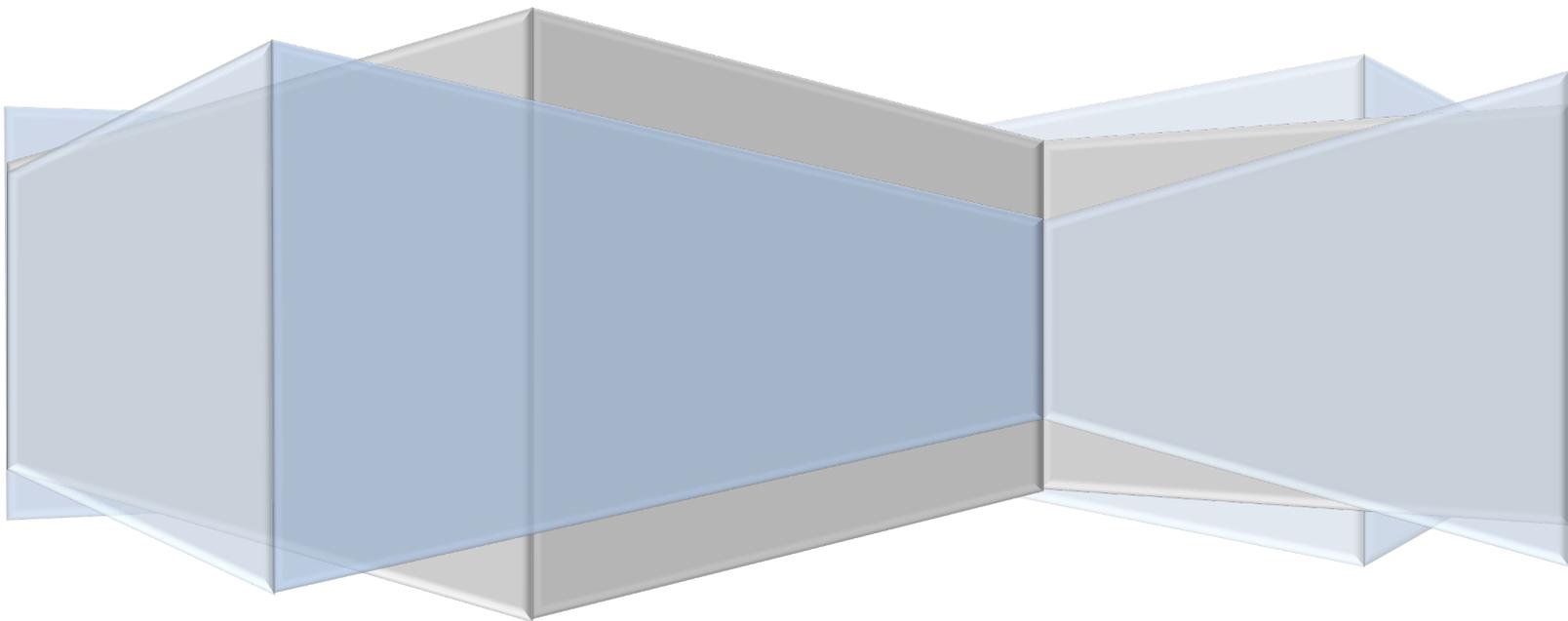
# PARENT HANDBOOK

## **First Kids Academy**

**A Ministry of First Baptist Church Grand Prairie**

**950 Mayfield Road, Grand Prairie, TX 75052**

**972-262-7208**





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# **PARENT HANDBOOK**

**FIRST KIDS ACADEMY  
GRAND PRAIRIE, TEXAS  
972-262-7208**

# **Welcome to First Kids Academy!**

## **History**

In September 1969, First Baptist Church Grand Prairie began a weekday early education ministry (under the name First Baptist Church Day Care). A school-age day camp called Summer Sonshine was added in the summer of 1984, and an after-school program continued in the 1984-85 school year.

With the growth of the city, First Baptist Church decided to relocate to a more central location and sold the original facility to Uplift Education. The church moved to its present location on Mayfield Road in the summer of 2015 and relocated the original weekday education program, which serves children age 6 weeks through 5<sup>th</sup> grade. The ministry was renamed First Kids Academy to reflect the educational aspect the ministry has maintained from its beginning.

## **Governing Body**

The Academy is operated by First Baptist Church, Grand Prairie as an integral part of its Christian Weekday Education Ministry. It is governed by a church-appointed committee.

The Early Childhood Education Program for infants through preschool aged children is administered by the Academy Director.

The School-Age Program is administered by the School-Age Programs Coordinator.

# **Our Mission, Vision, and Goals**

## **First Baptist Church Mission Statement**

First Baptist Church exists to glorify God and work with Him as He builds His kingdom. We do this through dynamic worship, intentional evangelism, life-changing discipleship, loving relationships, and compassionate ministry.

## **First Baptist Church Vision Statement**

For God's glory, we will be a church sharing Christ with all people, becoming like Him, and sharing His love in order to make an impact in our community and beyond.

## **First Kids Academy Mission Statement**

The mission of our Weekday Education Program is to support and extend the ministry of First Baptist Church by providing families with quality Christian education and child care in a safe, loving, Christ-centered environment that is age and developmentally appropriate for preschoolers and children.

## **Philosophy & Goals of the Academy**

We believe that Scripture is our greatest authority. In it, we see that God has a plan for each child. He has created them as unique and special individuals, with tremendous abilities to grow and to learn. Scripture tells us in Psalm 139:13-16, “For You created my inmost being; You knit me together in my mother’s womb. I praise You because I am fearfully and wonderfully made; Your works are wonderful, I know that full well. My frame was not hidden from You when I was made in the secret place, when I was woven together in the depths of the earth. Your eyes saw my unformed body; all the days ordained for me were written in Your book before one of them came to be.”

We also believe that a child develops his concept of God from people, things, and experiences that are a part of his environment. Because of our beliefs, our program hires only people who profess Christ as their personal Savior, who are active in a local church, and have the same basic beliefs as First Baptist Church.

It is our objective to create a safe, loving, Christian environment that is happy, nurturing, and disciplined for our students. Therefore, we will strive to teach Christian principles, good manners, fairness, courtesy, and respect for others, while remaining constantly alert to the well-being of all of our students.

Our staff members are trained to use age and developmentally appropriate curriculum and learning activities that are designed to encourage curiosity, creativity, and spontaneity. These experiences are extended and enhanced through the guidance of our staff, who help to provide a balance of physical, intellectual, social, emotional, and spiritual opportunities for the development of the whole child from a biblical perspective.

As Christian child care professionals, we understand the importance of the formative early years of childhood. The valuable experiences and opportunities for first-time achievements that are presented to young children lay the foundation for higher learning.

The development of the total child will be the objective, rather than simply teaching individual skills such as reading, writing, and math. These academic skills will be the by-product of age and developmentally-appropriate activities.

# **OPERATIONAL POLICIES AND PRACTICES**

First Kids Academy's operational practices are in accordance with policy guidelines determined by the Weekday Education Committee of First Baptist Church. They meet the criteria set forth by the city of Grand Prairie, as well as the *Minimum Standards for Child-Care Centers*, published by the Texas Department of Family and Protective Services.

Operational policies include the Parent Handbook, Employee Manual and the Minimum Standards, as well as any required forms. When updates and changes are made to the Parent Handbook, parents will be given a copy of the changes. A copy of the Minimum Standards may be viewed online at:

<https://www.daycare.com/texas/centers.pdf>

Printed copies of this and the other documents, including our most recent city and state licensing reports, are also available for viewing in the Academy office. If at any time you have a concern or wish to review or discuss these policies or inspections, please feel free to contact the Academy Director or School-Age Programs Coordinator.

In the event of a regional or national emergency, such as a pandemic, new recommendations or requirements by governing officials may be issued. If any of those guidelines differ from those within this handbook, we reserve the right to adjust our policies, procedures, and requirements to align with those emergency guidelines.

## **CONTACT INFORMATION**

### **First Kids Academy:**

950 Mayfield Road, Grand Prairie, TX 75052

Early Childhood Program Phone: 972-262-7208

School-Age Program Phone: Misty Reed (mobile) 214-929-6988

## **HOURS AND DATES OF OPERATION**

First Kids Academy is open Monday through Friday.

The hours are:

Full-time Preschool/Child Care:	7:00 a.m. - 6:00 p.m.
After-school Program	After school - 6:00 p.m.
Full day School-Age Care	7:00 a.m. - 6:00 p.m.

\*Preference is given to full-time students in the Early Childhood Education Program. If space allows, children may be enrolled part-time or in shared spots at a reduced rate. Part-time students will not be eligible for vacation credits.

\*\*A late fee will be charged for children not picked up by the end of the program time. See fee schedules for each program.

## **SCHOOL CLOSINGS**

### **Holidays:**

\* The entire facility will be closed for the following holidays:

- New Year's Eve & New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day following
- Christmas Eve, Christmas Day
  - We may also be closed the day after Christmas. Check the yearly calendar for details.

\* Full tuition is still charged and due for these weeks

**Bad Weather Closings:**

The Academy will be CLOSED when the Grand Prairie Independent School District is closed for bad weather. Parents can be advised about school closings from radio or television broadcasts or via school district websites. In addition, we will post closings via Brightwheel and our social media pages or groups. If in doubt, please call the center before attempting to bring your child to school.

Parents may be called to pick up their child early if inclement weather occurs during the program hours. In the event that the grade schools close early due to inclement weather, the After-School Programs will be closed, as well. If either the GPISD or charter schools cancel after-school activities due to bad weather, our program will NOT run buses. There will be no refunds or adjustments if schools are closed due to inclement weather or adverse conditions.

**Early Dismissal (After-School Program):**

When schools (all grade levels) have pre-planned early dismissal for holidays or other events, the School-Age Programs Coordinator will work with the school administrators to accommodate the early dismissal time.

**IMPORTANT FORMS**

Parents must complete and have on file the following items for each child enrolled at the Academy:

- Notarized Registration Form
- Authorization for Pick Up
- Medical Form (signed by a physician)
- Up-to-date Immunization Records (Early Childhood Education Program)
- Immunization Statement (School-Age Program)
- Infant Safe Sleep Form (for parents of infants under 12 months of age)
- Field Trip Emergency Contact Form (School-Age Program)
- Health & Safety Plan for Parents
- Downloaded Brightwheel App for parents
- Photographs of parents and other adults on the child's pick-up list

Please see that your child's medical forms are updated regularly. Each time your child gets an immunization, please bring a report from your child's doctor on the type of immunization and the date given. It will be filed with the other information on your child.

## **FEE SCHEDULES**

Some fees and the vacation policies vary and are specific to the Early Childhood Education Program, the After-School Programs, or the summer and holiday Full Day School-Age Program. Please see below for explanation of the various fees. See the program fee schedules attached for specific amounts.

Any deviation from these policies must be arranged in advance with the Director or School-Age Programs Coordinator and approved by the Weekday Education Committee.

### **Payment of Tuition and Fees**

Payments are made through Brightwheel auto pay. Payments are set up through ACH withdrawals, debit or credit cards.

- ACH charges are a flat charge of \$.60 per transaction
- Debit and Credit Card charges are 2.9% of each transaction

### **Receipts and Tax Information**

End of year tax information may be accessed through your parent Brightwheel account.

### **Tuition**

First Kids Academy exists as a non-profit organization with tuition established to defray the primary costs of operation. Tuition is a yearly fee, divided into weekly amounts for ease of payments. The full tuition amount is due **IN ADVANCE** each week, regardless of absences or holidays.

Increases in tuition or changes in policy will be announced at least 30 days before taking effect. This 30 day period may be waived in case of national pandemics or emergencies.

### **Pandemic Closure Tuition Policy**

In the event of a closure due to a national, state, or regional disaster, such as a pandemic, tuition will be charged for the first two weeks. Re-evaluation will be made if the closure extends beyond this period.

## **Penalty Fees**

### **Late Payment Charges:**

All tuition is due in full in **ADVANCE**. Weekly statements go out each Friday on Brightwheel. Automatic payments come out each Tuesday. If not paid by Tuesday, there will be a \$15.00 late payment charge each week. In the event that an account falls two weeks past due, the child may not attend the program until the account is clear and will risk losing his/her spot in the program.

### **Late Pick-Up Charges:**

Parents are to pick up their children by the stated closing time. A late pick-up fee will be assessed against the family's account in accordance with the following fee schedule:

5 minutes late	\$5.00
Each minute thereafter	\$1.00/min.

### **Returned Check Charges:**

Although regular payments are made automatically through Brightwheel, in the event that a check is used for something, the fee for returned checks is \$15.00.

## **EARLY CHILDHOOD EDUCATION PROGRAM FEES:**

### **Enrollment, Registration, and Supply Fees:**

#### **First Time Enrollment & Registration Fee**

This fee will be charged upon admittance to the Early Childhood Education Program. Upon the following registration period, children who attend year-round will not be required to pay the fee again, but will pay the **Yearly Registration Fee** (see below) instead. Infants and preschoolers who *do not* attend year-round will pay the First Time Enrollment & Registration each year *if space is still available*.

#### **Yearly Registration Fee**

Infants and children who attend year-round will be charged the Yearly Registration Fee each spring, in order to hold their spot for the following school year.

In-house registration for currently enrolled students will begin for the following school year in the spring of each year. A child's placement will not be secure until the complete registration fee has been made. **Registration fees are non-refundable.**

After in-house registration is complete, registration will open to the waiting list and the general public. (See attached fee schedule for amounts). **We cannot guarantee that we will be able to hold a spot for children who drop out in the summer time or other time periods.** If spots are still available when school begins, those students will be given a priority.

#### **School Supply Fees:**

School supplies for children in the Early Childhood Education Program (age 18 months through Pre-K Four) will be provided for a small fee on the first day of enrollment and on the first day of each subsequent school year. The fee will vary according to the actual costs of the supplies. (See attached fee schedule for estimated amounts).

#### **Vacation Credit:**

Only children enrolled *year-round* in *full-time care* are eligible for vacation credit. After the child's first anniversary at the center, eligible children may take up to two vacation weeks (10 calendar days) without payment per year. Vacation must be used annually. It does not accrue over time. It may be taken as individual days or one week at a time, but you must notify the Director **in advance** when planning to take vacation days so that we can post that credit in Brightwheel.

**Children who do not attend year-round or who are enrolled part-time (if offered) are not eligible for vacation credit.**

## **SCHOOL-AGE PROGRAMS AND FEES:**

### **Registration and Tuition -**

*Registration fees are non-refundable. See attached fee schedule for amounts.*

#### **After-School Program Registration**

This fee will be charged upon admittance to the After-School Program each year. Registration is not automatically based on the previous year, although currently enrolled students will have the first opportunity to enroll. In-house registration for children currently enrolled will begin for the following school year in the spring of each year. A child's placement will not be secure until the registration fee has been paid. After in-house registration is complete, registration will open to the public.

#### **Summer Registration**

This fee will be charged yearly for students who need full-day care during the summer. In-house registration for children currently enrolled in the after-school program will begin in the spring of each year. A child's placement will not be secure until the registration fee has been paid. After in-house registration is complete, registration will open to the public on or about April 1.

#### **Tuition**

Tuition is paid to reserve your student's position and/or transportation in the program. Tuition will be due until that reservation is cancelled and all accounts are cleared.

#### **Activity Fees**

Small monthly activity fees must be paid for each child who attends the summer program and will be due at the first of each month. The activity fee will vary depending on the number of field trips taken each month. Fees will be posted on the day camp calendar.

#### **Failure to Notify Center if Child is "Not Riding"**

There is a fee of \$5.00 if you fail to notify us that your child does not need to be picked up.

#### **Vacation Credit:**

Children enrolled part-time (less than 5 days per week) are not eligible for vacation credit.

Advance notification must be given to the School-Age Programs Coordinator for the days to be counted as vacation so that credit may be made in the Brightwheel account. Days must be used annually. They do not accrue over time.

Children enrolled full-time (5 days per week) are allowed vacation time as follows:

#### ***If notified in advance,***

- A one-week tuition free vacation (5 days) will be allowed each year during the school session.
- Two weeks of vacation time (10 days) is allowed during the summer.

## STAFF QUALIFICATIONS:

1. Each employee must be a professing Christian, active in a local church, and having the same basic beliefs as First Baptist Church.
2. The Director of the Academy must be at least 25 years of age and meet qualifications as listed in the *Texas Minimum Standards for Child-Care Centers*. The Director must have at least three years' prior experience in a child care facility. He or she must complete a minimum of 30 clock hours of training per year, in addition to Transportation Training, CPR, and First-Aid.
3. The School-Age Programs Coordinator must be at least 25 years of age and meet qualifications as listed in the *Texas Minimum Standards for Child-Care Centers*. He or she must have at least three years' prior experience in a child care facility. He or she must complete a minimum of 30 clock hours of training per year, in addition to Transportation Training, CPR, and First-Aid.
4. All employees must meet the requirements as set forth in the Texas Minimum Standards for Child-Care Centers, including training in CPR and First-Aid. Those staff providing any type of transportation or going on field trips will also complete yearly transportation training.
5. All staff working with children (Caregivers) must be high school graduates, age 18 or older. All caregivers must complete a minimum of 24 clock hours of additional training per year. All new caregivers must complete 24 hours of pre-training within the first 90 days of employment at the Academy. Eight of those hours must be completed before being with children.

According to state guidelines, however, the center may include in the staff-child ratio a person 16 or 17 years old who works under the direct supervision of a qualified adult staff and

  - has graduated from high school, or
  - is enrolled in a career program related to child care approved by the Texas Education Agency or in other state or federally approved programs.
6. Employees must show written or electronic proof of a negative TB skin test verified by a healthcare provider or clinic stamp, prior to working with children. Additional vaccines may be recommended by the CDC or by the employee's personal physician. It is the responsibility of the employee to seek guidance from their physician and receive any vaccines that they agree are in their best interest, based on their level of risk as determined by their routine and direct exposure with children.

# **GENERAL ADMINISTRATIVE POLICIES**

## **AFTER- SCHOOL PROGRAM: PICK UP AND ABSENCES**

After-school transportation is provided from a select number of schools, in conjunction with our After-School Program at the main church campus. (Also see: Transportation and Field Trips).

Before-school transportation is not provided.

### **“Not Riding” Procedure:**

Please notify the After-School Program on Brightwheel or by phone no later than 2:30 p.m. if your child does NOT need to be picked up for after-school care. It helps us to know WHY your child is not waiting for the bus. It is very difficult to have all the other children wait while our staff must investigate the situation inside the school building. **Failure to inform the After-School Program will result in a \$5.00 fee.**

### **Non FBC Extra-Curricular After School Activities:**

In the event that your child participates in a school-sponsored activity after school, we will require a completed After-School Activity Form. Examples of such activities may include: clubs, tutoring, choir, and assisting teachers. Please complete the form, stating the nature and duration of the activity, including the dates, times, frequency, and location of the activity. Forms are available at the Academy.

## ANIMALS

Because of allergies and state guidelines, animals other than fish, including pets, are not permitted at the Academy unless special permission is given by the Director of the center. The following animals are never permitted: chickens, ducks, reptiles (such as snakes, turtles, lizards, and iguanas), amphibians (such as frogs and toads), and exotic animals, (such as monkeys). Parents will be notified in advance of any special programs or activities involving animals.

## ARRIVAL AND DEPARTURES

### **(Early Childhood Education Program and Full Day School-Age Care)**

#### **Drop Off/Pickup Procedures:**

- **Touchless daily sign-in/sign-out will take place at the door via Brightwheel.**
- Families will be greeted by the covered drive entrance, just outside of the building, each morning. Please do not use other entrances. (Per pandemic child care regulations, parents and/or other family members may not be allowed inside the building until those restrictions are lifted).
- Parents will be asked to confirm the **daily health statement posted at check-in**. Prior to the parent's departure each morning, we will perform a quick health screening including a temperature check on the child before taking the child to wash their hands and escorting them to their classroom.
- We will do our best to have someone outside to greet you from 7:00-8:30 a.m. and from 5:00-6:00 p.m. If for some reason no one is at the door, please ring the bell and someone will answer and be with you as soon as possible. Please give your child's first and last name and tell us if your child is in the school-age or early childhood program. **If you arrive at the center outside of these times, please notify us on Brightwheel or call ahead of time so that we can prepared.**
- All children should arrive each morning by 8:30 during the school year (or 9:00 during the summer). If you must arrive later than this, please notify us on Brightwheel or call the office so that we can plan appropriately and meet you at the door.
- We recommend that you designate the same family member to drop off and pick up your child if at all possible. We encourage you to ask high-risk family members to avoid dropping off/picking up except in an emergency situation.

Preschool instruction begins at 8:30 a.m. during the school year. It is very important that your child be in class by this time each morning. Children will be assumed absent if not in place by 8:45 a.m. and the center has not been notified of delayed attendance.

#### **Authorized Release of Children**

The registration form includes a statement that a child will be only be released to a parent or person(s) named by the parent. Persons picking up a child from the Academy must have a valid photo I.D. issued by a government agency.

Parents shall specify names of persons authorized to pick up their child. Photographs of those persons must be uploaded to the child's Brightwheel account. When a parent adds an authorized person, including a photograph, on Brightwheel, this shall be considered written authorization.

In case of emergency, if an authorized person cannot pick up a child, the parent must notify the Academy via Brightwheel or phone and name the designated person who will come for the child. (It may be necessary to use a call-back procedure to the parent to confirm this request. The call-back procedure is necessary if there is any doubt as to the authenticity of the call). The parent must give the designated person the last four digits of the parent's Social Security number, which is on the paper registration form on file in the Academy office.

The designated person will be required to provide a valid photo ID (i.e. driver's license, military ID, etc.) for identification, as well as the last four digits of the parent's Social Security number as proof of contact with the parent. A photograph of the person and/or a photocopy of the person's ID will be taken and retained in the child's file.

No child will be released to any person without confirmation from the Academy office as to their authorization to pick up a child.

In cases of separation or divorce, it shall be the responsibility of the parent who is granted custody of the child to provide the Academy with a copy of any custody decree or agreement if they request that the "pick-up" authorization record be changed. If we do not have such documents, either parent will be allowed to pick up the child.

In the event a parent, guardian, or individual listed on the enrollment forms does not come for the child and cannot be reached, a child may be released to the police department or CPS.

## **CHILD ABUSE & NEGLECT**

Your child's safety, protection, education, and health are not only of utmost importance to you, but to our entire staff, as well. Each year, our staff receives training in how to recognize abuse and the warning signs of abuse, as well as on how to report suspicions of child abuse and neglect. We keep a list of Hotlines and Online Resources to help children and families in times of crises.

We encourage you to contact the Director or School-Age Programs Coordinator with any concerns you may have or for a list of additional resources that may benefit you or your family. If you or your child is ever a victim of abuse or neglect, or if you need to report the suspicion of abuse or neglect, you may contact the Texas Abuse and Neglect Hotline at 1-800-252-5400 or <https://www.txabusehotline.org/Login/Default.aspx>. All reports are confidential.

In addition to reporting any suspicions of child abuse or neglect to the Director or School-Age Programs Coordinator (who are required to file a report with the state), parents may also make a report at the abuse hotline listed above and may contact the child care licensing website: <http://www.dfps.state.tx.us> or by calling 214-951-5400.

## CHURCH PROGRAMS, ACTIVITIES, AND EVENTS

Academy families and children are ALWAYS welcome at First Baptist Church services, programs, activities, and events, regardless of church membership. Information about such programming will be shared on Brightwheel, our social media sites, or sent home with the children prior to the event date.

If you and your family do not have a church home, we would love to have you join us. If you have any questions regarding attendance or church membership, please feel free to speak with the Director, School-Age Programs Coordinator, or any First Baptist or Academy staff member.

### CLOTHING

Comfortable, washable play clothes are suggested for all children. Fasteners that can be managed by the children themselves will permit greater independence in dressing.

Coats, sweaters, and other articles of loose clothing should be clearly marked with the child's name. Parents should check periodically to make sure that the extra clothing is appropriate to the season and growth of the child.

Children should bring **MULTIPLE changes of clothing**. New guidelines recommend more frequent clothing changes when/if the clothing is soiled. We are asking you to send **three complete sets of clothes for children in the Early Childhood Program** in case they are needed. This would include three sets of the following: shirts, pants/shorts, underwear, and socks, as well as 1 extra pair of shoes. Please put each set in a Ziploc style bag, labeled with your child's name. We will keep these in their cubbies or classroom. As we need to use them, we will send home soiled clothing. Please make sure to replace the extra clothes the following day. **School-age children should have at least one complete change of clothing.**

Footwear should provide protection. Tennis shoes are recommended. Swim shoes are recommended for outdoor water activities. Sandals and cowboy boots (except on western theme days) are **NOT** recommended. Flip-flops, and other shoes that do not stay on, are **NOT** recommended, except for outdoor water activity days. Flip-flops are **Not Permitted** on field trips, with the exception of field trips to splash parks or swimming pools.

The Academy cannot be responsible for lost items of clothing and/or accessories.

## **DISCIPLINE & GUIDANCE**

According to state guidelines, discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out 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.

Time out will consist of a child sitting in a chair or the floor, away from the activity area, in an area of the classroom that is visible to the teacher. Time out is no more than 1 minute per year of age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **DONATIONS**

Monetary donations are always welcome. Some corporations do matching donations to non-profits. We are happy to provide you with the necessary paperwork if you wish to participate in such a program.

Donations of other new or gently used supplies, toys, and other materials are often welcome, as well. We can provide you with a list of suggested items. For more information, please contact the Director or School-Age Programs Coordinator to make sure that we have a need for and space to store those items.

## **ENROLLMENT AND CLASS ASSIGNMENTS**

### **Enrollment:**

First Kids Academy does not discriminate in enrollment on the basis of race, color, religion, or national origin. Pre-registration is required due to the fact that our enrollment capacity is determined by state licensing regulations.

Placement from the waiting list is made on the following priorities:

- 1) Staff children and siblings of those who are currently enrolled in any of our programs;
- 2) Children of First Baptist Church members;
- 3) Those in the community at large

The Academy serves children from ages 6 weeks through age 12. School-age child care is only available after-school and for full days during the summer and most school holidays.

### **Class Assignments:**

The class to which a child is assigned will be determined by the following:

Children younger than two years may be transferred developmentally to the next age group as space allows. This will be discussed with the parents in advance of the transfer. Children must be toilet trained before entering a Three-Year-Old Preschool class.

The class to which children older than age two are assigned will be determined by the age or school grade of the child by September 1 of each school year. Any deviation from this is rare and will be at the discretion of the Academy Director or School-Age Programs Coordinator.

### **Transfers:**

Because of the nature of the program, children will not normally be transferred during the school year. If it does become necessary to transfer your child permanently to a different class, parents will be notified in advance.

**Class Sizes:**

The number of children enrolled in each class and/or afternoon activities is determined by the licensing capacity, the age of the children, and the size of the room. The Teacher:Pupil ratio meets or exceeds all state requirements and will be as follows:

Age of Child	PUPILS		
	Teacher	The Academy	State
Infant-11 months	1	4	4
12-17 months	1	5	5
18-23 months	1	6	9
Preschool Two	1	8	11
Preschool Three	1	11	15
Preschool Four	1	12	18
School-Age Children	1	20	22-26

If there are 2 or more teachers in a class, the number of children will be adjusted accordingly. We reserve the right to reduce or adjust class size based on the size of the classrooms, boy/girl ratio, personalities, etc. **(Note: During times of national emergency such as a pandemic, class ratios may change according to state or local restrictions)**

**Withdrawal/Dismissal:**

A two-week written notice is to be made to the Director or School-Age Programs Coordinator before withdrawing the child. If a two-week notice is given, any excess tuition paid will be refunded.

The Academy reserves the privilege of dismissing any child if, after entering the program, he/she seems unable to participate in group experiences.

## EMERGENCY DRILLS & EVACUATIONS

The Academy will have at least one fire drill per month. In addition, there will be at least one severe weather drill per quarter.

Evacuation routes for fire and tornados are displayed in each classroom. If we are relocated for an extended period of time, parents and others may be unable to reach us by phone. Should this occur, parents will be notified via Brightwheel, phone calls, or text messages, as soon as possible. A note will also be posted on the entrance door, if possible.

If the entire campus must be evacuated due to emergency, we will relocate according to the following procedures:

Unless they are instructed otherwise by authorities, employees will take the emergency bags and emergency contact files and relocate to Inglewood Baptist Church (see address below). We will notify parents via Brightwheel and leave a note advising parents and visitors of the evacuation on the door of the main entrance, if possible. Upon arrival at the destination, when everyone is safely accounted for, employees will begin contacting parents to advise them of the address and procedures to pick up their children immediately.

**Main Campus: First Baptist Church**

**972-262-7208**

Address: 950 Mayfield Rd., Grand Prairie, TX 75052

**Inglewood Baptist Church**

**972-264-4264**

Address: 1901 S. Carrier Parkway, Grand Prairie, TX 75051

## FOOD SERVICES

### **Meal Preparation and Service:**

- All surfaces will be disinfected before any snacks or meals are prepped or served.
- All staff and children will wash hands before and immediately after snack or meals.
- Each child's meal will be served individually and sharing will be discouraged and prevented as much as possible.
- **Note: During the summer months, our program typically qualifies for the government food program. During that time, all breakfast, lunch, snacks, and drinks are provided for children age 12 months through school-age.** If you choose to send a different lunch for your child, please pack it in individually LABELED containers or zip-top baggies within your lunchbox. The lunchbox must be labeled with your child's name.
- If you send special snacks due to allergies, etc., please pack them separately so that we are not trying to save and store already opened food from lunch.

### **Infants:**

Parents will supply all food for children age 6 weeks – 18 months. (See note above about the summer food program). All items must be labeled with the child's name. Microwaves are only available for infant foods. Baby bottles are heated with hot water in a crock pot, rather than in microwaves. Nursing mothers are encouraged to send breast milk for us to use during the day. If they so choose to do so, they are welcome to come to school in order to breastfeed their child. Texas Minimum Standards dictates that parents update the Suggested Feeding Schedule for Infants on a monthly basis.

### **Preschoolers 18 months and older and Full day School-Age care:**

#### **Breakfast**

During the school year, parents should see that their child has had a good breakfast **BEFORE** coming to the Academy whenever possible. Children who arrive prior to 7:45 a.m. may bring a breakfast, which they will be allowed to eat in their classroom or another designated location. Please do not bring breakfast after this time. A nutritious morning snack will be served between 8:30-9:00 a.m.

#### **Lunch**

During the school year, parents will provide lunch for all children in the Early Childhood Education Program. Lunch containers must be labeled with the child's name. Because we do not have refrigeration space for all the children's lunches, we recommend that lunches be brought in sturdy containers with ice packs to keep perishables cold, if necessary. Likewise, parents must not send foods that need to be warmed. Microwaves are not available in these classes.

#### **Snacks and Drinks**

Snacks and drinks will be provided by the Academy. A morning snack will be served between 8:30-9:00 a.m. For children staying all day, an additional snack will be served in the afternoon, immediately after nap time or upon arrival at the after-school program. A snack menu is posted in the office and is available for review at any time. The Academy is not responsible for the nutritional value of food provided by parents.

Milk or dairy products provided by the Academy or the government food program will be served at least once per day to children over the age of 18 months in the Early Childhood Education Program and for children in the School-Age Program during full day care.

#### **Food Allergies:**

If your child has allergies, you must notify the Academy. You may provide an alternative snack or milk, such as soy milk or almond milk, if you desire. Containers must be labeled with the child's name and date.

## **HEALTH AND SAFETY**

**Disclaimer: Administrators at First Kids Academy and First Baptist Church are not health and safety experts. We cannot identify every possible scenario, but have done our best to provide an overview of the requirements as we interpret them.**

The health and safety of your children, your families, and our staff is our top priority. Our endeavor is to do as much as we can to prevent the spread of any infectious diseases within our program. Please read through these policies and procedures carefully.

**Each family must sign a disclosure statement that they will comply with our Health and Safety Plan. This statement will be kept on file with your child's records.**

During pandemic care, we will continue to operate within the rules of the Texas Minimum Standards for Licensed Child Care Centers, just as we always have. In addition, we will follow any new guidelines added by our government officials to increase health and safety protocols.

**If the situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify parents via Brightwheel.**

No in-person program tours will be given during center hours during emergency pandemic care.

### **Health and Covid-19:**

In order to maintain the healthiest environment at our program, it is vital that children and staff who display symptoms of illness remain at home. A health screening will take place daily before anyone is allowed to enter the program.

- Children with any of the following symptoms will not be allowed to attend:
  - \*Temperature of  $\geq 100.0$
  - \*Headache
  - \*Cough
  - \*Sore Throat
  - \*Shortness of breath or difficulty breathing
  - \*Congestion or runny nose
  - \*Loss of taste or smell
  - \*Nausea or vomiting
  - \*Diarrhea
  - \*Chills
  - \*Repeated shaking with chills
  - \*Muscle pain
  - \*Known close contact with a person who is lab-confirmed to have COVID-19 or is awaiting test results

- While we know that some COVID-19 symptoms are similar to those of allergies or colds, we reserve the right to deny entrance to those we feel have some of the symptoms which may create an unsafe/unsanitary environment for others at the school. **This will also apply if any person(s) dropping off a child each day is showing symptoms.**
- There is a minimum 72-hour exclusion rule for those that show symptoms and the center reserves the right to implement the exclusion rule up to 14 days from last exposure.
- The center reserves the right to implement the 72-hour rule for children sent home with a fever. The child would also need to be fever-free for 72 hours *without* medication.
- We will require a doctor's note for anyone that visits their doctor for any of the symptoms to assure they are negative for COVID-19, and to be aware of what illness might be causing their symptoms.
- **This exclusion policy also applies if a family member in the child's household might have been sick and the child was exposed to them.**
- We will follow health and safety guidelines from the state and local public health authorities to determine when a return to the program is appropriate for both staff and/or children in the event of exposure to or a diagnosis of Covid-19.
- **Tuition will still be due during periods of quarantine in order to preserve the child's place in the program.**

Our staff is trained in CPR and First Aid. In case of a medical emergency requiring more than simple First Aid, our staff is also instructed to call 911 for help. In addition, parents and other emergency contacts will be notified immediately.

The classroom teacher is also responsible for daily health inspections of the children in her care. A feverish body, pink and matted eyes, conversations about illness the night before, etc., are sufficient cause for contacting parents and sending a child home.

### **Illness**

If your child has been ill during the night, keep him or her home and report the illness before 8:45 a.m. the first day the child is out. When a child is ill with a communicable disease, the parent should notify the Director or School-Age Programs Coordinator immediately.

A child who becomes ill during the day will be isolated. Parents will be notified and are expected to come immediately for the child.

- If a child begins to exhibit symptoms of illness, we will isolate that child in a safe, secure and caring environment until he/she is picked up. Parents should pick up a sick child as quickly as possible, but within no more than 60 minutes of being notified. If your work makes this impossible, please make sure to have another designated person who can pick up your child.
- We will follow health and safety guidelines from the state and local public health authorities to determine when a return to the program is appropriate for both staff and children.

In addition to the above mentioned Covid-19 symptoms, according to normal state guidelines, an ill child will not be admitted for care or they will be sent home if one of more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. **The child has symptoms or signs of possible severe illness (such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting illness - two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs – until medical evaluation indicates that the child can be included in the center’s activities.**
4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the Academy’s activities.

**School-Age Program Note:**

Children may not attend the After-school program if they have not attended school that day or if they have been sent home from school due to illness.

**Health and Safety in the Classroom:**

- Children and staff will wash hands with soap and water upon arrival and frequently throughout the day.
- All frequently touched surfaces such as light switches, doorknobs, faucets, counters, tables, chairs, and toys will be disinfected throughout the day and after dismissal of the last student.
- An enhanced, thorough cleaning will be performed each evening in all areas of the center.

**Staff Health and Safety:**

- All of our staff have completed the following two courses from Texas A&M AgriLife:  
\*Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings  
\*Special Considerations for Infection Control During COVID-19
- Staff will also undergo a health screening each day prior to reporting to work. Staff will be sent home if they exhibit any signs of illness.

**Immunizations**

In the **Early Childhood Education Program**, parents must submit a statement of a child’s health and ability to participate in the program, along with the child’s immunization record.

Children enrolled in the **School-Age Program** must meet applicable immunization requirements specified by the Texas Dept. of State Health Services and immunization requirements in Texas elementary and secondary schools and institutions of higher learning. Parents must complete the

Immunization Statement, indicating that the child's immunization records are current and are on file at the child's school.

### **Medications**

Although not required by state policies, dispensing medication is often an additional way of helping to care for children. We make every effort to give medications on schedule; however, at times the office staff is rather busy. Please be patient with us in these extra efforts to accommodate families.

An “**Authorization for Dispensing Medication**” form must be on file before medication may be administered. These forms are available in the office. The form must be signed and dated. Medicine will only be administered by personnel authorized by the Director or School-Age Programs Coordinator.

Prescription medication must be in the original container labeled with the following information:

- child's first and last name,
- date of prescription,
- expiration date
- legible dosage instructions,
- physician/pharmacy name and phone number.

Non-prescription medication must be in the original container and labeled with the child's name and the date that the medication was brought to the Academy. Medication will not be administered after the expiration date.

### **Vision and Hearing Screening Requirements**

The Vision and Hearing Screening Program, Chapter 36 of the Health and Safety Code *requires* that all children who are 4 years old by September 1, and all Kindergarteners be screened or have a professional examination for possible vision and hearing problems. Parents may choose one of two options to comply:

1. Have the screening done at your physician's office and turn in the results to the Academy office, **or**
2. Utilize the vision and hearing screening company who offers these services at our center for a small fee. This service is offered in the fall of each school year. Parents will be notified in advance of the screening opportunity, dates, and fees.

Screenings for children enrolled in the School-Age Program will be done at the child's school and are kept of file at the school.

### **Safety:**

#### **Gang-Free Zone Policy**

According to TX State Minimum Standards, we are required to notify you that First Kids Academy is a Gang Free Zone. Within 1000 feet of our facility, gang related activity is prohibited and subject to increased penalty under Texas Law. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## **Infant Safe Sleep Policy**

Minimum Standards recommends that all staff, substitute staff, and volunteers at the Academy follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Products Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death (SIDS). SIDS is the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.

The Academy has adopted the following items from those recommendations for infants *under the age of 12 months*:

- Infants will always be put to sleep on their backs.
- Infants will be placed on a firm mattress, with a tight fitted sheet, in a crib that meets the CPSC federal requirements for full-sized cribs and for non full-sized cribs.
- No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, quilts, sheepskins or loose bedding will be in the crib or *draped* over the crib.
- Devices such as wedges or infant positioners will not be used. The AAP has found no evidence that these devices are safe and their use may increase the risk of suffocation.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If extra warmth is needed, additional sleep clothing such as sleepers or footed pajamas will be used as an alternative to blankets.
- Only one infant will be placed in a crib to sleep.
- Infants may use a pacifier during sleep. It may not be attached to the infant's clothing by a string, cord, or other attaching mechanism that might be a strangulation risk.
- If the infant falls asleep in restrictive infant equipment (Any piece of equipment with restraints, such as a bouncy seat, high chair, or arrives to care asleep in a car seat) the infant will be moved to a crib.
- Our child care program is smoke free and smoking is not allowed in Texas child care operations.
- Sleeping infants will be actively observed by sight and sound.
- When infants are able to roll back and forth from front to back, the infant will be placed on their back for sleep and allowed to assume a preferred sleep position.
- Infants who are awake will have supervised "tummy time" several times daily in order to help strengthen their muscles and development.

Parents may review safe sleep and reducing the risk of SIDS/ SUID's at:

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

## **NAP/REST TIME (Early Childhood)**

A supervised rest time is provided each afternoon for all children in the Early Childhood Education Program. Each child is provided with a crib and sheet for infants, or a cot for toddlers and preschoolers. Their name will be clearly marked. Pillows and blankets are not provided. Pillows are not allowed for children under the age of 12 months (per TX Minimum Standards - See Infant Safe Sleep Policy).

We must limit what is brought into the center for sanitation reasons. We DO NOT have blankets for your child to borrow for naptime. For naptime, if desired, please send only one small blanket and travel sized pillow. It MUST **fit inside your child's backpack with it completely zipped up.** Sleeping bags or anything too large to fit inside the closed backpack is not permitted. These will be stored in your child's cubby each day and sent home on Friday (or more often if soiled) to be laundered and returned.

## **OUTSIDE PLAY**

Outside play time is vital to a child's good health, normal growth, and development and is required by Minimum Standards of the State of Texas. Academy staff will make sure that all children, including infants, have opportunity for outdoor play each day unless rain or weather conditions prevent doing so. Children age 18 months and older, who are in care all day, must have morning and afternoon opportunities for outdoor play when weather permits. Please send clothing including sweaters, hats, coats, etc., that are appropriate for weather conditions.

The North Texas area has a wide variety of weather conditions in addition to rain or other precipitation that may affect outdoor play, including the following:

### **Temperature:**

If the temperature is below 40 degrees or over 94 degrees, children and staff are not required to be outdoors for extended periods of time.

### **Air Quality:**

If the Weather Service has issued an Ozone Warning, we will check the *current conditions* and adhere to the following schedule:

- For Orange Ozone Levels – children may play outdoors in the morning only.
- For Red (and Higher) Ozone Levels – children may not play outdoors.

## PARENT CONFERENCES

We invite parents to visit the Academy at any time. For security purposes, however, please remember to check in at the office if you are visiting at a time other than drop-off or pick-up. In addition, please remember that while teachers are teaching, they are not available for parent conferences. Teachers start teaching when the first child arrives. Conferences may be arranged before or after school or during rest time. Please DO NOT discuss concerns about your child in front of him/her.

**Note: During times of national or local emergencies, such as a pandemic, parents are asked to stay outside the building unless there is an emergency. If you have a need to be inside, please notify the Director or School-Age Programs Coordinator in advance on Brightwheel or by phone.**

## PARENT COMMUNICATION & PARTICIPATION:

Good communication between parents and care givers is vital to our program. While parents are always welcomed at the Academy and are normally encouraged to assist in program activities such as career days, sharing your cultural heritage, literacy nights, holiday parties, field trips, etc., this may be somewhat limited during pandemics or major illness outbreaks. (See note above). Because of this limitation, we have purchased a subscription to Brightwheel as a billing and parent communication tool.

Teachers in the infant and toddler classrooms will send daily reports via Brightwheel concerning food, diapering, etc. Teachers of children in the older classes will often send notes, pictures, and messages as well. In addition, each class has a daily schedule and lesson plans for each classroom. If you have specific questions about your child's daily routine or class activities, do not hesitate to ask.

For information or announcements that concern our families, we will notify parents via Brightwheel. Specific notices to individual families are only seen on their child's account. Replies go only to that classroom and administrators. They are not seen by everyone. Please make sure to download the app, activate notifications, and check for these items daily.

Parents are normally welcome *at any time* to observe and/or participate in classroom activities with their child, however all visitors to classrooms must first check in with the office. Please keep in mind, however, that it is sometimes difficult for a child when their parent is in the classroom. Some children may choose to 'act up' when his or her parent is in the room, testing to see which adult is 'in charge'. Please help your child to understand that they must follow the normal classroom rules at all times. In addition, most children expect to leave when their parent leaves. If you are coming for a short visit, please try to prepare your child in advance, if possible. This will help with separation anxiety when you leave. **Separation anxiety** is a normal emotion for children during preschool years. If your child cries, it will normally stop within just a few moments of your departure. The quicker you say goodbye, the sooner they stop

crying and begin to participate in class activities. The longer time it takes to say goodbye, the longer the crying lasts.

At times, families go through significant transitions within their homes. These transitions can dramatically impact children and alter their behaviors. Please keep us informed of any such changes so that we can be sensitive to your child's needs. This collaboration will allow us to provide the best environment for your child's growth and development.

## **PARENT/GUARDIAN CODE OF CONDUCT**

The following guidelines have been created to meet the standards, policies, and procedures of the Texas Minimum Standards, the Texas Family Code, and First Baptist Church:

- Please communicate daily with our staff, if possible.
- In cases of separation or divorce, it shall be the responsibility of the parent who is granted custody of the child to provide the Academy with a copy of any custody decree or agreement if they request that the "pick-up" authorization record be changed. If we do not have such documents, either parent will be allowed to pick up the child.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of children must not be present when children are in care.
- Do not confront a child in a threatening manner.
- Do not confront children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report concerns to the Academy Director or the School-Age Programs Coordinator.
- Consumption of alcohol, use of tobacco products, or use of controlled substances without a prescription are all prohibited on First Baptist Church property or programs, including vehicles and on field trips or other program activities.
- Parents have a right to discipline their own children; however parents must refrain from using physical or corporal punishment while on First Baptist Church property.

## **PARENT ORIENTATION – EARLY CHILDHOOD PROGRAM**

At the beginning of each school year, the Early Childhood Education Program hosts a Parent Orientation. Although we prefer to do this in person, this meeting may take place virtually on a digital platform. All parents or guardians are encouraged to attend.

During this event, parents will have a brief orientation to the center with the Director and an opportunity to meet the staff. Parents will also have the opportunity to meet with their child's individual teacher(s) in a small group setting to go over rules and classroom procedures, ask questions, and see their child's learning environment.

## **PARTIES** **(Early Childhood Program)**

Holidays and special events will be celebrated within guidelines that allow a minimum of disruption in routine. Teachers sometimes post lists for parents to sign up if they choose to furnish favors, paper goods, snacks, etc.

Parents may make arrangements with the teachers for a class birthday party. Parents are welcome to send special refreshments for party days or birthdays. We ask, however, that these refreshments be pre-packaged, commercially prepared items, approved by the classroom teacher *in advance* because of special diets and/or allergies.

Birthday parties will take place at snack or lunch time. No gifts will be exchanged and no outside entertainment will be permitted. Invitations to private parties must be distributed to all children in the class or not distributed at all. During times of recommended social distancing, we suggest that parties are simply held at school.

## **SCHOOL PICTURES** **(Early Childhood Education Program)**

During the school year, individual and group pictures are taken as keepsakes for each year in the Early Childhood Education Program. Parents are under no obligation to purchase these pictures.

Snapshots are also taken and shared with parents throughout the year. In order to participate in viewing these photos, parents must complete the photography section of the registration form.

## **SPECIAL EDUCATIONAL SERVICES**

We cooperate with **Early Childhood Intervention (ECI)** and the **Grand Prairie Independent School District** to provide services to children with mild development delays or other special educational needs. We encourage you to contact the Director or School-Age Programs Coordinator with any educational concerns about your child's development or for a list of additional resources that may benefit you or your family.

## **TOYS, BOOKS, and VIDEOS**

Toys, jewelry, money, purses, small trinkets, etc., are discouraged unless specifically requested by the child's teacher. No guns, knives, war toys, violent action figures, etc. are allowed. Please help your child understand this policy before arrival. This will help to prevent conflicts that often arise over sharing or lost items. If a child needs a stuffed animal for security at naptime, this will be allowed, but should be stored in the child's cubby until that time.

Children may bring a favorite book to share with the class, at the discretion of the teacher.

Occasionally, videos or DVDs may be shown as a part of the teacher's lesson plans. No "PG" films will be shown in the Early Childhood program without notification to and approval by the parents. No 'screen time' is allowed for children under the age of two.

**School-Age Program Note:**

"PG" movies may sometimes be shown in the School-Age program. If you allow your child to watch "PG" movies, please check the appropriate section on the School-Age Program Permission Slip in the enrollment packet. If you DO NOT want your child to watch "PG" movies, and indicate this on the form, we will make sure that your child is not in the room during the movie. A list of "PG" movies will be available from the School-Age Programs Coordinator.

**TRANSPORTATION & FIELD TRIPS**

In order for any child to be transported, parents must first sign the transportation permission portion of the registration form.

Texas Minimum Standards requires that we take the following precautions when loading and unloading children from the vehicles:

- 1) We must load and unload children at the curbside of the vehicle or in a protected parking area or driveway.
- 2) We must not allow a child to cross a street unless the child is accompanied by an adult before entering or after leaving a vehicle.
- 3) We must account for all children exiting the vehicles before leaving the vehicle unattended.
- 4) We must never leave a child unattended in a vehicle.

In addition, all children will use an appropriate individual child safety restraint system, suitable for their age and size (i.e. – car seats, booster seats, or seat belts). All adults must be properly restrained, as well.

Each vehicle will have the following:

- 1) A list of children being transported
- 2) Emergency medical transport and treatment authorization forms for each child being transported
- 3) The Academy's name, Director's name, and Academy phone number
- 4) Parents' names and phone numbers and emergency numbers for each child being transported
- 5) A fire extinguisher
- 6) A first-aid kit

### **FIELD TRIPS:**

Excursions away from the building are sometimes planned to complement the Academy program. They provide curriculum and activity enhancement for children in our School-Age program.

Field Trip notices will be posted on Brightwheel at least 48 hours in advance of the trip. Each child must have the transportation portion of the registration form completed in order to participate in field trips, in addition to the Field Trip Emergency Contact Card, which our staff takes on each trip. Program rules require us to meet the transportation guidelines outlined in the state Minimum Standards (Subchapter X – Transportation).

Field trips are meant to be fun, but can only be so when everyone knows and follows the same set of rules. In addition, any rules set by the facility we are visiting must be followed. Some of the sites we visit may have large and/or open areas. It is imperative that your child remain with our group.

Your child will be expected to follow all classroom rules while off-site on field trips. This includes the time spent riding in vehicles to and from the Academy. Children must always remain buckled in and remain in their seats. No emergency levers or equipment on the vehicles should be tampered with at any time by any child unless instructed to do so by a teacher.

The decision to exclude a child from an activity is a hard one and will be left up to the teachers or counselors, in consultation with the School-Age Programs Coordinator or Academy Director. The following will be reasons to exclude a child from participation on the next field trip:

- Standing, unbuckling, or disrupting the bus driver with any unacceptable behavior; or
- Wandering away from the group or attempting to hide from the group; or
- Blatant disrespect of authority or destruction of property on a trip

#### **School-Age Program note:**

To aid us in keeping your child safe, we must ask that you sign your child up for each field trip they attend. Children must be signed up 24 hours in advance to assure them a spot on each field trip. They must also have a signed permission slip.

#### **Early Childhood Program note:**

Children in the Early Childhood Program will **NOT** be taken on field trips. We still ask that you sign the transportation section of the enrollment form as a precaution for the unlikely event of some type of emergency that forces us to evacuate the building and premises.

## **WATER ACTIVITIES**

### **Early Childhood Education Program:**

In the summer time, the Academy offers Splash Days as a part of our outdoor curriculum. Ratios meet or exceed requirements outlined in the Minimum Standards.

Splash day activities may consist of small wading pools, sprinklers, slides, and other water activities on our playground. In order to participate, parents must sign the water activity portion of the registration form. If parents desire for their children to wear sunscreen during the water activities or other playground times, the sunscreen portion of the registration form must also be complete and parents must provide the sunscreen.

**School-Age Program:**

Parents must sign their child up for *each* swim trip a minimum of 48 hours in advance. A “Swimming Abilities Questionnaire” must be completed for each child who goes on the swim trips. Each child will be required to pass a swimming test (given by a certified lifeguard) in order to swim in water that is 4 feet deep or deeper.

The ratio for swim days is 1:10. Each counselor is required to actively supervise and be present in the water with their group.