

FIRST CHRISTIAN CHURCH
TYLER, TX

MOTHER'S
DAY
OUT 

PARENT
HANDBOOK

FIRST CHRISTIAN CHURCH
MOTHER'S DAY OUT
4202 S BROADWAY
TYLER, TX 75701

LOVING GOD
LEARNING THROUGH PLAY

Emergency Preparedness Plan

In an emergency, the first responsibility of our staff is to move the children to a designated safe area or shelter. In all situations, the director or the person in charge will notify the police or fire department and parents. If the director is not on premises at the time of the emergency, the person in charge will contact the emergency personnel, director and the parents immediately.

Evacuation Locations

On site– FCC Christian Life Center

Off site– Grace Early Education Center John Jackson - Director
 3215 Old Jacksonville Rd. Gail Moore– Asst. Director
 Tyler, TX 75701 903-593-3859

Our teachers and staff are trained in **ALL** emergencies and have designated duties depending on the emergency!

For Emergency purposes it is imperative that when you sign in, you give a correct phone No. for your location and that all items brought to the school are labeled.

A copy of our complete response plan is located in our school and church office.

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Emergency Preparedness Plan and Parent Handbook Receipt

Tear this page out and return it to the director.

I have received a copy of the Emergency Preparedness Plan and FCC Parent/Student Handbook. I have read, understand and agree with the policies, philosophies and procedures. I understand and agree that these are the terms of enrollment.

Parent/Guardian Signature_____

Child's Name_____

Date_____

Lunch and Snacks

Snacks

Nutritious snacks are encouraged. Please label all containers so they may be returned to your child's lunch box or backpack.

Lunch

We encourage you to send a nutritious lunch for your child. Carbonated beverages are not allowed and too many sweets are discouraged. Our lunch time frame includes hand washing and clean up. Please label your child's lunch box as well as non-disposable items inside their lunch.

Field Trips

Our Mother's Day Out Program does not take field trips.

Birthday Parties

Invitations to birthday parties or other activities given out in class must include all classmates. Permission to hand out invitations must be obtained from the teacher first.

We encourage special plans for observing each child's birthday, and parents are especially encouraged to visit school on that day. Please contact the teacher in advance to make arrangements to visit. Any party should be simple.

Parent Conferences

Conferences may be scheduled as needed by parents or teachers. Parents are encouraged to talk with the teacher, and then, if necessary, the school administrator.

Vision and Hearing

Vision and Hearing screenings will be done on children ages 4 and older.

Welcome

Welcome to First Christian Church Mother's Day Out. Beginning school is an important step in your child's life. Every child is different. Every child is special, with special needs, special interests and special characteristics. Your child is important to you, and important to us. Our goal is to work together to help children grow, learn and develop, both as individual and as a member of our school community.

We believe that parents are the primary educators of their children and it is our responsibility to work in union to nurture and provide an environment for each child to develop to their full potential.

This handbook has been prepared to provide you the basic information concerning our school's philosophy and policies. Please read it carefully and thoroughly, as it will help you to understand the manner in which we operate, making your child's experience at FCC rewarding and beneficial.

It is mandatory that you sign the "handbook receipt" that you find at the end of this handbook. Please return it to the director verifying that you have read and understand all aspects of our program.

Please contact the director at (903) 581-7936 with any questions concerning our program.

Personal Items

Each child will be given an assigned cubby. Please leave personal items in the cubby upon arrival. Please be aware that FCC will take all precautions as to the protection of these items, however we are not responsible for anything lost, stolen, or broken. Please be certain to label all toys, clothes and mats to help insure they are returned to the proper child.

Child's Clothing

Play clothes and tennis shoes are a must for our preschoolers. Jellies, flip flops, and any open-toes shoes are not permitted at school. Besides the usual playground equipment, our daily routine includes planned gross motor activities. Please send your child to school in play clothes that are comfortable for sitting, running and climbing and can be easily cleaned. We discourage open-toed shoes and dressy shoes because they can be dangerous when running or climbing and may limit your child's performance with his/her group. Please dress your child for the weather. We go outside to play even in the winter. All outerwear should be clearly labeled because your child's jacket may be the same as another child's. Your child should practice dressing him/herself at home. We will help the children, but we encourage them to try first themselves.

Change of Clothing

If you send a change of clothes for your child, please be certain that each piece is identified with their name. In the event your child has an accident, if time permits, we will wash soiled clothing and return them to you at the end of the day. However, if it is not possible, we will place soiled clothing in a bag or Ziploc container in your child's cubby.

Special Provisions

In order for moms to breastfeed their infants, we provide a comfortable place for them to do this or they may provide breast milk for their child while in our care.

Class Schedule

Your child's class schedule will be posted in their classroom. All pertinent information regarding themes and activities will be posted so that you are informed of upcoming events. Please watch for volunteer sign-up sheets outside of your child's classroom door for parties and special occasions.

Arrival

FCC MDO begins promptly at 8:30 a.m. When you arrive, sign the **ARRIVAL SHEET** on the desk of the front office, and then take your child to their classroom.

During arrival it is very important to set up a routine that your family can follow every day. This provides your child with a sense of security. We recommend that you walk your child into the room. When you leave, tell your child you are leaving and say good-bye. If your child is having difficulty separating, signal the teacher for assistance. If your child is upset when you leave, feel free to call us later and we will let you know how he or she is doing.

Departure

Our school day ends at 2:30. Sign your child out and pay for them prior to getting them from their classroom.

During departure it is also important to follow a set routine. We recommend that when you arrive, greet your child and the teacher; let your child know how much time he or she has to wrap up the activity. On the way out, check your child's **cubby**. If the parent or guardian is not going to pick up your child, please inform the front office. This person must be listed as authorized to pick-up this child on the enrollment paperwork or a form filled out by the parent or guardian that morning. Remind the authorized person that we WILL ask for picture identification to insure your child's safety.

Once you have reunited with your child and begun departure, FCC is no longer responsible. Please do not let your child run off ahead of you inside or outside the building.

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Information on a Gang-Free Zone Policy is posted in the Director's Office.

Introduction to our Early Childhood Philosophies

First Christian Church has been an operating our Mother's Day Out program for more than 40 years. Over that time we've developed a set of goals for the children in our care.

- Children will engage in activities that enhance their physical development including gross motor and fine motor skills as well as visual, auditory, and tactile skills.
- Children will develop a healthy sense of self-awareness and self-esteem. They will value themselves and develop a positive sense of identity; they will master developmentally appropriate interpersonal skills and begin to assume some responsibilities.
- Children will develop a positive attitude toward learning, expanding their logical thinking skills, and acquiring concepts and information that lead to a better understanding of the immediate world. They will develop and demonstrate emerging literacy and language skills. They will expand their verbal communication skills and will acquire beginning written communication skills. They will also recognize and understand the concepts of shapes and numbers.

First Christian Philosophy

At First Christian Mother's Day Out we consider ourselves partners with parents. We work with the children to assist them in their spiritual, intellectual, physical, social and emotional development. All instruction comes from a Christian perspective. All of the children are seen as unique and special gifts from God and are treated with love and respect.

Enrollment Policies

Enrollment Form

Enrollment forms must be filled out accurately and in its entirety. The information on this form will contribute to the well being of your child's school experience.

Health Form

In compliance with the laws governing preschool and day care facilities, a health form is required. No child can be enrolled in a childcare without current immunization records. Be sure subsequent immunizations are reported and added to your child's records. Within one week of your child's enrollment, FCC must have a signed statement by your child's pediatrician on file that your child has been seen in the past year. Along with the statement, FCC must also have a copy of your child's current immunizations. Your pediatrician can fax the information to FCC at 903-561-7555.

Termination of Enrollment

The FCC Program reserves the right to withdraw any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program.

Refusal or inability to follow policies may also result in withdrawal.

If withdrawal is the necessary option, a meeting will be scheduled between the parent, teacher, and director to discuss the situation.

Insurance

FCC carries the state required insurance. For a complete description of medical and liability insurance carried by FCC please contact the director.

Parent Visits

You may visit the school anytime during our hours of operation to observe your child, program activities, the building, the grounds, and the equipment without having to secure prior approval.

Health Standards and Medication

In the event of an emergency the caregiver will administer first aid. The teacher/director will have current certification in first aid and CPR. Be sure to indicate on the application form any allergies to tape, peroxide, antibiotic ointments, etc.

Upon admission you must sign an emergency medical treatment authorization. This gives us permission to take necessary and reasonable measures to ensure the health, welfare, and safety of your child. In the case of accidental injury or sudden illness, we will make an immediate attempt to contact you. If we cannot reach you, or another emergency contact listed on your child's forms we will seek the appropriate medical attention needed. You will be responsible for any expenses that result. It is imperative that you keep FCC notified as to your current address, place of employment, telephone numbers, emergency contact persons, child's/parent's doctor hospital preference, etc.

In the case of contagious illness, the staff would appreciate knowing the nature of the illness. When advisable, a release form from the physician will be necessary for a child to re-enter the program. Parents will be advised of any communicable diseases to which the children may have been exposed. **You are asked not to send your child to school with the following: rash, diarrhea, watery, inflamed eyes, fever, vomiting. If your child has been sent home with head lice, please don't bring the back until they are completely gone. Children should not be sent to school within 24 hours of the onset of these symptoms.** If your child arrives at school or develops these symptoms while at school, you will be asked to take them home.

If your child must take medication during school hours, the school must have a formal, written request on file. Parents are asked to deliver the form and medication directly to the preschool office. Medications **MUST** be in the original container with the original prescription information, child's name, date and directions for administration.

Standards

First Christian Church Mother's Day Out is a licensed program which is regulated by the State of Texas Department of Family and Protective Services. Procedures, policies and programs strictly follow the State guidelines as explained in the Minimum Standards Handbook. The new state requirements regarding gang free zone information is located on our parent board in the Director's office.

Administrative Structure

The FCC director, assistant director, and staff members are subject to the rules and regulations established by the First Christian Church Board. The director of the program is responsible for all employees and the children attending the FCC Mother's Day Out. Parents will be notified of policy changes by means of postings on doors and letters sent home.

Volunteers

Parent, family, and church volunteers are an extremely important resource and are greatly appreciated by teachers and staff. We encourage you to be involved. As a means of protection for our children, we ask that all volunteers read and sign the orientation volunteer form, and submit to a background check, before volunteering in a classroom.

Child Custody

The school shall recognize custodial parents/legal guardians as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

Discipline Policy

Our goal at FCC is to guide children to develop a positive self-image. We encourage children to be self-directed and to exhibit self-control. In order to do this, children are given the opportunity to build a healthy self-concept. This includes giving children respectful, honest feedback, keeping our focus on their accomplishments while assisting them in their challenges.

Children will be encouraged to make good choices preventing them from harming themselves and/or others. This is accomplished through close supervision, gentle guidance, and redirection.

Children will be encouraged to identify and express their feelings. We teach children to verbalize these feelings through example. By encouraging as well as addressing emotions, we hope to prevent one child from hurting another and at the same time help that child to learn to identify feelings and verbalize emotions.

Another important disciplinary approach is to remember that small children are very egocentric and therefore are beginning to learn and understand the concept of sharing and taking turns. Therefore, it is our responsibility to lend guidance through redirection to other activities when conflict situations occur.

Caring for young children requires a lot of patience, as they often need to be reminded about safety rules over and over again. Each ground rule will be stated clearly and precisely and then the child will be helped to follow the rule by showing them other acceptable, safe activities. We will state our directions in a positive manner as young children become aware of our rules and boundaries.

The standard policy for discipline is to first remind the child of the importance of boundary and staying within that boundary. If the child continues with this same behavior, the child will be isolated from the group for approximately 1-6 minutes, depending on the child's age. In extreme cases, as a third infraction, the child will be taken to the director's office where together the child, director, and parent will find a resolution to end this behavior. Should this behavior continue, the school reserves the right to dismiss the student.

Mother's Day Out Classes

Each class is divided according to age. The staff/child ratio is strictly enforced according to the guidelines provided by the state.

Fees and Late Charges

Mother's Day Out fees are paid on a daily basis according to the number of hours and the number of children per family attending on a particular day. We take cash, check, or credit card. Visa or MC.

There is a \$50 registration fee for each child who attends our Mother's Day Out program.

Late fees are charged at \$1.00 per minute per child after 2:30. There is a \$30.00 processing fee for any returned check.

Please see the Mother's Day Out Brochure for a schedule of fees.

Attendance

Daily attendance records are kept in the school office. Sickness and accidents are documented and reported to the parent/guardian as well as to the required agencies as needed.

Hours of Operation

During the school year our hours are Monday through Friday, 8:30 a.m. until 2:30 p.m. Our program follows the Tyler Independent School District calendar for holidays, breaks, vacations and closure due to inclement weather. During the summer, our hours are the same, but only on Tuesday, Wednesday and Thursday.

Important Telephone Numbers and Information

Address: 4202 S. Broadway Tyler, Texas 75701

website: www.txchildcaresearch.org.

Telephone Numbers

MDO	903-581-7936
Fax	903-561-7555
Church	903-561-8138
Director: Carolyn Wallace	903-571-9715
Asst. Director: Susy Mendolia	903-597-5815
Child Abuse Hotline:	1-800-252-5400
Licensing	903-533-4134