

KIDS DAY PROGRAM

PARENT HANDBOOK 2011-2012



FIRST BAPTIST CHURCH

589 Rheas Mill Road

Farmington, AR 72730

Phone: (479) 267-5433

email: kdp@fbc-farmington.com

www.kidsdayprogram.com

Bonnie Martin, Program Director

FBC Farmington.....Changing lives....Making disciples!

Dear Parents,

What a joy and privilege is ours to have your child, or children enrolled in Kid's Day Program at First Baptist Church! We take seriously the responsibility you have entrusted to us to provide the best quality care for your precious gift. The Bible makes it clear just how important children are through the words of the Psalmist in Psalm 127:

Behold children are a heritage from the Lord, the fruit of the womb is a reward. Like arrows in the hand of a warrior, so are the children of one's youth. Happy is the man who has his quiver full of them.

Our Kid's Day Program ministry provides sound biblical teaching and quality Christian relationships that will result in mental, physical, and spiritual growth for your children. Again, we unashamedly look to the Bible as our guide on these issues. It's our goal to assist and encourage you as a parent to fulfill Proverbs 22:6, ***Train up a child in the way he should go, and when he is old he will not depart from it***. You'll find our staff to be competent and compassionate with a genuine desire to serve your family with positive and practical helps that will make an eternal difference in the lives of all who participate.

If you are not presently active in a local church, we invite you to visit us on Sunday morning in one of our Bible Study classes at 9:30, and the Worship Service at 10:30. Then prayerfully consider making First Baptist Church your church home. In the meantime, if you have any questions, or desire spiritual help, please call me. Until then, I remain

Most Cordially yours,

Barry P. Smith
Pastor

INTRODUCTION

At Kid s Day Program we recognize that the preschool years are the most important years of a child s development. A child s personality is the result of both heredity and the environment. Heredity determines the limits of development to which a child may progress, but progress within those limits is dependent upon the environment. In other words, the mental, physical, spiritual, social, and emotional health of an individual is dependent upon his endowment and environment.

Obviously, the family serves first for the control of environment. Since the crucial unit is the family and not the program, Kid s Day Program will move towards strengthening the family. Our program does not seek to take the place of the parents role in rearing the child.

At Kid s Day Program, we believe the most critical aspects of learning are neither facilities nor equipment, but the attitudes to which a child is exposed and the spirit of the relationships of which the child becomes a part.

We recognize that *children are a heritage from God* (Psalm 127:3). Therefore, we desire to enable each child to develop his or her full God-given potential. We want each boy and girl to be responsible, caring, creative, spontaneous, happy and independent. At Kid s Day Program, the value of each child is affirmed and he is enabled by the means of the attitudes of the teachers and conditions of the learning environment to develop his potential as a child of God.

HOW WE TEACH

1. There is a spiritual foundation to all that we do at *Kid s Day Program*. The WEE Learn Curriculum includes prayer, Bible stories, Bible thoughts and activities. It is age-graded and appropriate for each child s age group.
2. *Kid s Day Program* is primarily NOT a preschool . While Kindergarten prep is a worthy goal and there are some Kindergarten readiness skills incorporated in our lesson plans, our primary focus is for each child to learn about God, His love for them and for the world He created. A copy of the Kindergarten Readiness Skills, prepared by the Arkansas Department of Education will be provided to the parents of all enrolled children ages three through five (See Appendix C on page 15). A statement, signed by the parent, that they have received a copy of this list must be maintained in the child s file. Children in our four and five year old classes will have Kindergarten readiness material as part of their daily lessons. We will guide them in learning the skills necessary to be prepared for entry into Kindergarten.
3. *Kid s Day Program* is a licensed child care facility and must maintain the minimum licensing requirements set forth and determined by the Arkansas Department of Health & Human Services. Some requirements will need the compliance of an enrolled child s family and are therefore outlined in this handbook. Parents may review the licensing requirements at any time by contacting the director.
4. Each teacher plans their day using the approved curriculum. Teachers turn in their lesson plans to the director in advance so that all lesson plans can be evaluated. Parents may review curriculum materials at any time by contacting the director.
5. Parental involvement is welcome and encouraged. Willing parents and grandparents are used as helpers with special class parties and other events throughout the year. We also welcome individuals who would like to share a talent or special job they do. Please contact your child s teacher or the director if you would like to volunteer or share your unique and special gifts.
6. The *Kid s Day Program* staff is primarily made up of Christian lay people. As a result, we may not be well equipped or trained to teach children with special needs. We desire the absolute best for each child in our care so please consider this as you make your decision to enroll.
7. Play is the chief vehicle for teaching. It has been said that *play is a preschooler s work* .

GUIDELINES FOR HEALTH AND SAFETY

1. Children should be signed in at their classroom each morning and signed out each afternoon. Also, please do not let your child out at the door to find his or her own way to their classroom. You should accompany your child to their classroom each day where a teacher will be waiting to greet you.
2. Kid s Day Program staff will not release children to unauthorized persons unless you have indicated by means of a written note or phone call to the director that someone else will be picking them up. Your child s safety is of the utmost importance to us.
3. The staff of Kid s Day Program are required to report when there is a reasonable cause to suspect a child is being subjected to abuse or neglect. A child may be subject to interviews by the licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Per the Department of Health & Human Services, these interviews do not require parental notice or consent.
4. At Kid s Day Program, we believe in and use preventative guidance as the method of discipline for the children in our charge. When children are engaged in enjoyable activities, discipline problems are kept to a minimum. However, when a child consistently displays behavior that is inappropriate for the classroom or poses a threat to the safety of other children and staff, it may be necessary to remove the child from the program. Please refer to the behavioral guidance policy included in this handbook for more information.
5. It is important to notify us of illness in your family, especially infectious diseases. A crisis at home could affect a child s behavior at school. Share with us about joyous happenings, upsetting experiences or any changes at home which may have a bearing in school behavior. These will be held in strictest confidence and treated with the utmost respect but will help us with your child. Let us know what you have told your child about an impending birth, a serious illness, being adopted, etc. so that we may follow his or her conversation and respond to it appropriately.
6. Parents are welcome to visit. Please remember our first priority is to the children. When they are arriving and leaving is not the best time for lengthy consultations. However, you are welcome to call your child s teacher for a phone conference or you may set up a more convenient time to meet.
7. Kid s Day Program staff will not administer medication to children. The only exceptions being an epi-pen for severe allergic reactions and inhalers for asthma. If your child carries either of these medical devices, please let us know so we can work with you to minimize the child s risk of allergic reactions/asthma attacks. Many of our staff members maintain current CPR/First Aid Certification through the American Red Cross and/or American Heart Association.

SICK POLICY

Children should not attend Kid s Day Program if any of the following symptoms have existed within 24 hours.

1. **Fever:** a body temperature of 100 or greater
2. **Diarrhea:** three or more watery stools in a 24 hour period
3. **Vomiting:** vomiting on two or more occasions within the past 24 hours
4. **Rash:** body rashes, not obviously associated with diapering, heat, or allergic reactions to medications
5. **Sore Throat:** if associated with fever or swollen glands in the neck
6. **Severe Coughing:** episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
7. **Pink Eye:** pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
8. **Untreated Scabies, Head Lice or the presence of nits:** may return after treatment and removal of nits
9. **Multiple Sores inside the mouth with drooling:** unless health care provider determines the condition is non-infectious
10. **Ring Worm:** a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider
11. **Impetigo:** may return 24 hours after treatment is initiated

Any child who becomes ill and unable to participate in the daily activities will be separated from the other children, supervised and parents will be notified to pick up the child.

This sick policy is based on the State of Arkansas s Minimum Licensing Requirements for Child Care Centers and must be adhered to strictly.

BEHAVIORAL GUIDANCE POLICY

When a child is not obeying or is disrupting the class, the following steps of behavioral guidance will be taken:

1. The child is talked with privately by the teacher to make sure he or she understands the rules for proper classroom behavior.
2. If improper behavior persists, the child is separated from the other children for a period of time out not to exceed one (1) minute per year of the child's age. This will allow the child some time to think about his or her actions and to adjust their behavior accordingly. We do not use a time out period for children aged two and under.
3. If improper behavior still persists, the child will be taken to the director's office. The director will talk with the child to explain and guide in proper behavior. The child will then be returned to the classroom. All director involved behavior guidance is documented in the child's file.
4. If improper behavior persists beyond this point, the parent will be consulted by the director to enlist their assistance in guiding the child. The situation will be discussed respectfully and privately with the parent.
5. If all efforts have been made to correct negative behavior by staff and parents, and a child's behavior is a safety or emotional threat to other children and staff, the child will be dismissed from the program.

Very seldom, if ever, are all of these steps of behavioral guidance necessary but they will be carried out, if needed, so that the child and the whole class can have a happy, safe, and productive experience.

Kid's Day Program is required to provide our behavioral guidance policy to each child's parent(s) at the time of enrollment and maintain a signed copy in your child's file. This behavioral guidance policy has been included with your child's enrollment forms and should be signed and returned to the director.

FINANCIAL POLICIES

Kid s Day Program is a small, non-profit ministry of First Baptist Church. Our income is based entirely on our registration and tuition fees. Therefore, we must maintain the following guidelines in order to meet our expenses and provide the best possible school year for your child.

FEES FOR 2011-2012

Registration Fee (Non-Refundable).....\$20 per day of enrollment (per family, not per child) or a maximum of \$50 (per family, not per child) for all three days.

Tuition Fees: one child.....\$18 per day, paid monthly

Tuition Fees: two children.....\$32 per day, paid monthly

1. Enrollment is considered for the school term (August-May) except in extenuating circumstances. If, at any time, you wish to withdraw your child from the program we will attempt to fill your child s place from our waiting list. To provide us time to fill your child s place, we request that you provide a 30 day notice of your intent to withdraw from the program. You will be responsible for all tuition amounts due up to and through your child s last day of attendance.
2. Tuition is due in full on the first school day of each month. A late fee of \$10 will be assessed for tuition payments not received by the due date. If tuition is not paid in full by the end of the month, including late fees, your child will be dropped from the program. If your child is absent on the day tuition is due, you will be given until the next school day to pay your tuition without penalty but a doctor s note will be required. Otherwise, the late fee will be applied. Please contact the director if a family emergency or crises prevents prompt tuition payments. We will do our best to work with you in extenuating circumstances.
3. Kid s Day Program ends promptly at 2:00 p.m. each day. It is imperative that you are on time to pick up your child. If your child has not been picked up by 2:05 p.m., you may be charged a fee of \$1 per minute thereafter.
4. Kid s Day Program accepts cash or checks. Checks should be made payable to Kid s Day Program. We do not accept debit or credit cards nor do we keep cash on hand to make change. If you pay with cash, please have exact change or the excess can be applied to the next month s balance if you wish.
5. There are **no tuition adjustments** for illness or absence for family convenience, therefore, tuition will still be required if your child is absent from the program.

6. Kid s Day Program will not be in session if Farmington Public Schools are closed for any reason (inclement weather, parent/teacher conferences, in service days, etc.) If Kid s Day Program is closed, you will not be required to pay tuition for that day. If you have already paid your tuition, a credit will be applied toward the next month s tuition amount.
7. When Kid s Day Program is closed due to a holiday (Thanksgiving, Christmas, Spring Break, etc.) You are not required to pay tuition for that holiday.
8. Return checks may be subject to a \$20 service charge. Uncollected checks will be turned over to the prosecuting attorney for collection.

DROP IN POLICY

Kid s Day Program provides a Drop-In service to families on a first come, first served basis. If your child will be absent, please call our office at (479) 267-5433 as soon as possible. This will allow us to offer someone on the Drop-In list an opportunity to attend.

If your child is not currently enrolled on all days of operation and you d like for your child to be on the Drop-In list, please let us know. Drop in fees are \$20 per day for the first child and \$15 per day for the second child. The same policies and regulations apply for Drop-In families as for our regularly enrolled children.

ENROLLMENT FORMS AND CONTACT INFORMATION

The enrollment form and behavioral guidance policy which accompanies this handbook should be completed and returned to the director along with the registration fee and an up-to-date copy of your child's immunization record in order for enrollment to be complete. Your child will not be enrolled without the completed enrollment documents, applicable registration fees and a copy of the immunization record.

Enrollment is handled as follows:

Currently enrolled families are given the first opportunity to re-enroll beginning **Monday, March 28, 2011.**

FBC members are given the next opportunity beginning **Sunday, April 3, 2011.**

Enrollment will be opened to the general public on **Monday, April 11, 2011.**

You may mail or bring by the completed enrollment documents and fees to the following address:

KID'S DAY PROGRAM
First Baptist Church
589 Rhea's Mill Road
Farmington, AR 72730

Kid's Day Program Phone #: (479) 267-5433
email: kdp@fbc-farmington.com
website: www.kidsdayprogram.com

Hours of Operation

Kid's Day Program: Mondays, Wednesdays & Fridays 8:30 a.m. - 2:00 p.m.
Church Office: Monday through Friday, 8:00 a.m. - 4:00 p.m.

The church's main office is located at the back of the facility on the southwest side. The phone number for the main office is (479) 267-3159 and the fax number is (479) 267-5682.

WHAT YOUR CHILD SHOULD BRING

1. Children should bring a sack lunch each day they attend. Our child care license mandates that all lunches must meet the current U.S. Department of Agriculture guidelines, including portion size. See Appendix A on page 12 for more information on what to send in your child's lunch.
2. Each child will need a backpack or diaper bag for their belongings. Please label all of your child's belongings with his or her name including all bedding, sippy cups and bottles, and extra clothes. Extra clothes should be placed in a ziploc bag and labeled with their name to be kept in their backpack. Extra clothes should include a shirt, pants or shorts, socks and a pair of underwear or plenty of diapers or pull ups for a six hour period. We will lovingly assist children who are toilet training and will do our best to encourage them and cooperate with your efforts in this important step.
3. If your child takes a bottle, we ask that you provide the bottles along with the formula or milk. We will follow your instructions as to when to give them a bottle.
4. **Kid's Day Program** will provide a snack along with 2% milk each morning. Please let us know if your child has any food allergies. We will take every precaution to ensure the health and safety of your child.
5. The children will have one hour of rest time after lunch each day as mandated by our child care license. A cot will be provided for each child. We do request that you bring a standard-sized crib sheet along with a small blanket or towel for your child to cover with. Please place the crib sheet in a ziploc bag with your child's name on it. It should be sent in their backpack each day and laundered weekly. Children do not have to go to sleep during rest time, however, they must rest quietly so as not to disturb other children. Soothing music or an age appropriate video will be shown quietly during this time.
6. Children will play outside approximately 30 minutes each morning and 30 minutes each afternoon as mandated by our childcare license. We will not play outside if it is raining or extremely cold. For cooler days, please send your child dressed in appropriate clothing and jackets for outdoor play.
7. We love to celebrate birthdays. If you wish, you are welcome and encouraged to bring refreshments on the week of your child's birthday. Please let your child's teacher know in advance so he or she will be prepared for the special occasion. Also, there may be food allergies which will need to be taken into consideration. If your child's birthday falls during the summer months, please let us know. We'll be happy to celebrate on another special day.

8. **Kid s Day Program** celebrates the following holidays by having class parties and special events to honor the occasion. Sign up sheets are provided ahead of time for parents who would like to provide refreshments and other special items.

Harvest Time - the focus is on the harvest, changing leaves, and the fall season in general. We do not use themes and symbols inappropriate for a Christian environment such as witches, monsters, ghosts and devils. Please keep this in mind when providing items for this event.

Christmas - the focus is on the birth of the Lord Jesus, God s wonderful Gift to us. We do not use secular themes such as Santa or Rudolph. Please keep this in mind when providing items for this event.

Valentine s Day - the focus is on Jesus, His love for us and on loving others as He loves us.

Easter - the focus is on Jesus and His sacrifice for us as well as the newness of Spring. Although we do have an Easter egg hunt, we do not use the Easter Bunny in our celebration. Again, please keep this in mind when providing items for this event.

There will be other special events throughout the year which include a Thanksgiving Fellowship meal, Dr. Suess Day, St. Patrick s Day and an end-of-the-year Graduation program as well as special fundraiser events. Families are **ALWAYS** welcome and encouraged to attend these special celebrations.

EMPLOYMENT OPPORTUNITIES

Kid s Day Program employs a variety of talented Christian men and women to work with your children. We are an equal opportunity employer and we accept applications any time throughout the year. All prospective employees and permanent program volunteers must be willing to submit to a criminal background and child maltreatment check which will be handled through our licensing agent. For more information or to obtain an application, please contact the director.

CHURCH SERVICES

Sunday School.....	9:30 a.m.
Morning Worship.....	10:30 a.m.
Nursery (ages birth - 2 years old).....	10:30 a.m.
Preschool Kid s Church (3 & 4 year olds).....	10:30 a.m.
Kid s Church (ages 5 - 4 th Grade).....	10:30 a.m.
Wednesday Children s Activities (ages birth - 4 th Grade).....	6:15 p.m.
Wednesday Preteen Activities (5 th & 6 th Grade).....	6:30 p.m.
Wednesday Adult Bible Studies.....	6:30 p.m.

There is also a wide variety of youth activities and services. Ask about our Family Connection Groups which meet in homes the 2nd and 4th Sunday evening of every month. There s a place for YOU at FBC!

FBC Farmington....Changing lives...Making Disciples!

FIRST BAPTIST CHURCH STAFF

Barry Smith.....	Pastor
Scottie Johnson.....	Associate Pastor/Minister of Students
Jamie Webb.....	Children s Director
.....	Minister of Worship, Music & Media
Janet Strain.....	Church Secretary
Mary Clayton.....	Financial Secretary
Bonnie Martin.....	Kid s Day Program Director
Bonnie Martin	Nursery Coordinator

KID S DAY PROGRAM BOARD MEMBERS

Alan Thompson, Chairman
Mary Thompson, Secretary
Betty Hummel
Jennette Robbins
Kim Taylor
Mark Taylor
Bonnie Martin, ex-officio
Jamie Webb, ex-officio

NUTRITION GUIDELINES

As a licensed child care facility, the lunch your child will consume each day **must** meet the current U.S. Department of Agriculture standards. Below are some examples of what to send in your child's sack lunch. Please refer to Appendix A in the Parent Handbook (or see reverse side) for the appropriate portion sizes. If your child is younger than one year of age, please refer to Appendix B in the Parent Handbook.

Milk:

Children will be offered 2% milk along with their morning snack. You will not be required to provide milk with their lunch. If your child has an allergy to milk (or any food allergies), please send a 100% juice box to supplement their snack. A note from your child's doctor **IS required** for milk allergies. Otherwise milk must be offered to each child.

Meat or Meat Alternate:

Ham or turkey sandwich (bread must be enriched or whole grain)
Peanut butter and jelly sandwich (bread must be enriched or whole grain)
Cheese & enriched or whole grain crackers
Hard-boiled egg

Vegetable:

Fresh carrots, celery or broccoli with ranch dressing
Dill pickle

(Child must have at least two vegetable choices or one vegetable and one fruit)

Fruit:

Apple Sauce
Diced peaches
Assorted fresh fruit
Juice (as long as it is 100% juice)

(Child must have at least two fruit choices or one fruit and one vegetable)

Bread or bread alternate:

See above under meat or meat alternate - all bread or crackers must be enriched or whole grain (the label should have enriched flour listed as the first ingredient)

The above foods are merely suggestions. You may think of others that your child would enjoy more. This is an effort to help guide you in planning for your child's lunches. Please contact the director if you have questions regarding the nutrition requirements.

KDP staff will check lunches daily to ensure the requirements are met.

WHAT NOT TO SEND:

Soda
Candy
Gum

(Children will not be allowed to consume these foods while at Kid's Day Program)

Small snack cakes or cookies are permissible but children will be encouraged to eat the healthy choices first.

APPENDIX C

Kindergarten Readiness Indicator Checklist

1. Speaks in complete sentences.
2. Follows directions with at least two steps.
3. Understand words such as top and bottom and big and little .
4. Makes simple predictions and comments about a story being read.
5. Matches two pictures that are alike.
6. Looks at groups of objects and says which are the same shape, color or size.
7. Tells things that go together, for example: a spoon and fork are for eating and a fish and a boat go in water.
8. Repeats a patten you start: for example, step, step, jump-step, step, jump.
9. Puts 3 pictures in order: for example 1. Planting flower seeds 2. Flowers growing. 3. Picking flowers.
10. Says or sings familiar songs and nursery rhymes.
11. Retells a simple story such at The Three Little Pigs after listening to it while looking at the pictures in the book.
12. Works puzzles.
13. Recognizes and names at least 5 colors.
14. Recognizes his or her own first name in print.
15. Recognizes letters in his or her own first name.
16. Begins to write some of the letters in his or her own first name.
17. Recognizes words or signs he or she sees often: for example, McDonald s, Wal-Mart, the name of the local grocery store where the family shops, or stop signs and exit signs.
18. Holds and looks at books correctly: for example holds the book right side up and turns the pages one at a time from front to back.
19. Recognizes rhyming words such as cat and hat .
20. Recognizes and names at least 10 letters of the alphabet.
21. Matches a letter with the beginning sound of a word: for example matches the letter b with a picture of a banana.
22. Expresses ide as through pictures he or she draws: for example a child draws a picture of 3 family members and says who each one is.
23. Counts at least 5 objects such as 3 bananas and 5 forks.
24. Sees the written numeral 3" and understands this means 3 objects such as 3 bears.
25. Adds and subtracts familiar objects such as cookies.
26. Puts written numerals in order from 1 to 5: 1,2,3,4,5.
27. Recognizes and names 3 shapes: circle, square and triangle.
28. Counts from 1 to 10 in correct order.
29. Uses the words more and less correctly.
30. Tells if he or she is a boy or girl.
31. Tells first and last name.
32. Tells first and last name of parent(s).
33. Tells how old he or she is.
34. Takes care of own needs such as toileting, washing hands and dressing.
35. Adjust to new situations without parents being there.
36. Uses pencils, crayons and markers for drawing and writing and cuts with scissors.
37. Draws a line, circle, X and +.
38. Runs, jum ps, hops, throw s, catches, and bounces a ball.

Kid s Day Program

2011/2012 DATES TO REMEMBER

(DATES ARE SUBJECT TO CHANGE)

AUGUST	19 th	Open House 7:00 p.m.
	22 nd	First Day of Fall Semester
SEPTEMBER	5 th	Labor Day - No Classes
	23 rd	Staff Development - No Classes
OCTOBER	TBA	Fall Portraits
	31 st	Harvest Parties
NOVEMBER	18 th	Thanksgiving Fellowship Meal
	21 st - 25 th	Thanksgiving Holidays - No Classes
DECEMBER	09	Staff Development - No Classes
	16 th	Christmas Celebration
	19 th - Jan. 4 th	Christmas Holidays - No Classes
JANUARY	2 nd	First Day of Spring Semester
	16 th	Martin Luther King Day - No Classes
FEBRUARY	10 th	Staff Development - No Classes
	13 th	Valentine Parties
	20 th	President s Day - No Classes
MARCH	2 nd	Dr. Suess Day
	16 th	St. Patricks Day Celebration
	19 th - 23 rd	Spring Break - No Classes
APRIL	TBA	Fire Prevention & Safety Month
	6 th	Easter Celebration
MAY	18 th	Last Day of Classes
	20 th	Graduation 6 p.m.