



# 2024-2025 Parent Handbook

**First Baptist Georgetown Children's Weekday Education (FBG CWE)**  
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*Est. 1977*

**PARENT HANDBOOK FOR FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

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**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: WELCOME**

**POLICY NO.: 1**

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Dear Parents,

Thank you for choosing our Children's Weekday Education Program at First Baptist Georgetown. We feel blessed that you have chosen to entrust your child to our Weekday Program! It is our goal to provide a safe, quality, developmentally appropriate program for your child.

Our staff is dedicated to making your child's experience at school a special time. The staff has been trained in the areas of early childhood development. They are prepared to do their best in making sure that your child is provided with age-appropriate activities.

This parent handbook has been designed to help you become familiar with our program and policies. It includes our operating policies and information that will help you understand the shared responsibilities we have between home and school. Our success in providing a quality program depends a great deal on your support and involvement. We appreciate the opportunity to share your child with you and we are committed to providing a program to enhance his/her growth spiritually and developmentally.

If you have any questions, comments and/or suggestions, please use our Brightwheel App or email [tforth@fbg.church](mailto:tforth@fbg.church). It will be wonderful to see what amazing things God has in store for all of us!

Blessings,

Paula Miller  
First Baptist Georgetown  
Children's Weekday Education, Director



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**We are a Christ centered school that develops the whole child through a play-based curriculum and exploring the outdoors.**

Childhood is a precious time of discovery, development, and growth. We are committed to preserving the experience of childhood. In the safe harbor of our indoor and outdoor spaces, children are free to laugh, climb, run, talk, dig, explore, and interact with adults and other children. Our center focuses on play-based learning. This type of learning encourages constructive play in environments carefully curated and facilitated by teaching staff. Activities selected are age appropriate for children's developmental level and are designed to stimulate thinking. An essential part of our program is the integration of outdoor play. Playing outside supports cognitive growth by allowing children greater freedom of physical movement ~ a critical component for stimulating brain development. During outdoor play, each child can pursue activities suited to his or her unique approach to learning.

As we play, our goal is development of the WHOLE child. Key areas that our curriculum is designed to address include:

1. Spiritual ~ we want every student to know that they are God's unique creation, designed for a purpose in His kingdom!
2. Social ~ we aim for students to develop awareness of themselves and others while learning to function cooperatively in a group in a school setting.
3. Emotional ~ we want students to be able to identify and express emotions in healthy ways as they are developing character and self-esteem.
4. Physical ~ we strive to implement curriculum that helps students hone their gross and fine motor skills.
5. Cognitive ~ we work towards combining all of the above values to increase problem solving skills, comprehension and intuition. Skill acquisition is the culmination of these efforts.

Our goal is to have a program that allows EACH child to grow and develop as Jesus did – “... *in wisdom and stature, and in favor with God and man.*” (Luke 2:52)

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: LICENSING & CURRICULUM INFORMATION**

**POLICY NO.: 3**

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- 3.1 FBG CWE is licensed by the Texas Health and Human Services Commission (THHSC). They are located at 14000 Summit, Suite 100, Austin, Texas 78728. You may also contact them by calling 512-834-3426 or via their website [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us). We also report to the Department of Family Protective Services (DFPS). They can be reached at 800-252-5400 or be found at [www.dfps.texas.gov](http://www.dfps.texas.gov) Parents may review a copy of minimum standards report in the preschool office.
  
- 3.2 We hold a current membership with Early Childhood Christian Network, [earlychildhoodchristiannetwork.com](http://earlychildhoodchristiannetwork.com)
  
- 3.3 FBG CWE is part of the Family Ministry program of First Baptist Georgetown. The school was begun in the fall of 1977 and is operated as a non-profit ministry, serving the children and families of our community.
  
- 3.4 Our teachers are crucial to the quality of this program. Providing good physical care is just the beginning point in building the trust and securing relationships needed for a child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different from every other child. Our teachers participate in training that includes leadership training conferences, staff meetings and workshops. Our teachers are certified in pediatric CPR and first aid. They also receive a minimum of 24 hours of training/enrichment each calendar year.
  
- 3.5 Curriculum is based on the WEE LEARN curriculum with additions in all ages using Handwriting Without Tears, for handwriting development. The curriculum is appropriately designed to the age groups and to the stages of development of each child. Since children learn best through hands-on activities, lessons are built around play and experimental learning. An essential part of our program is Outdoor Play. We have taken all subjects taught indoors and incorporated it into our Outdoor Classroom where each subject is reinforced with Outdoor play. We believe that a child absorbs his concept of God from people, things, and experiences that are a part of his environment. Thus, a love and appreciation for God, Christ, and the things God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facets of his life.

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: ENROLLMENT**

**POLICY NO.: 4**

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Enrollment at FBG CWE is open to children from 12 months (by September 1<sup>st</sup>) through kindergarten.

Application Process

- Complete 24-25 Application
  - \$95.00 Non-Refundable Application Fee
  - \$85 Non-Refundable Supply Fee –Covers all school supplies.
- Complete BW Enrollment Documents

The Registration & Supply Fees are **NON-REFUNDABLE**. Enrollment is contingent upon receipt of the completed application, paid fees, completed enrollment forms and space availability.

The Application alone is not meant to serve as a contract guaranteeing service for any duration.

FBG CWE reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at FBG CWE is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of FBG CWE as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify FBG CWE immediately should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

*Keeping us updated on who can pick up your children is imperative for their safety. Being kept up to date on phone numbers, addresses, emails, etc. allows us to be in contact with you should an emergency arise.*

FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION

POLICY: BRIGHTWHEEL APPLICATION

POLICY NO.: 5

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We are currently using the Brightwheel App as our children’s check-in / check-out application. It also serves as our primary mode of communication. The Director, Administrative Team and your child’s teacher can email parents with news, updates, reminders, etc.

Brightwheel also affords parents options for making tuition payments. You will be given the option, through Brightwheel, to have your account automatically drafted each month by (ACH - .6%) or credit card (2.95%) charged each month without having to remember to make a payment (no more late fees!) You will receive a payment receipt through the Brightwheel app.

You will receive a statement once a month 5 days before the payment is due. You will have access to your year-end summary (or monthly summary) for tax purposes or reimbursement that you can print at your convenience.

Once your child is enrolled, you will receive an Invitation to join our school. Parents are enrolled using their cell phone numbers or email addresses. **Please wait for the invitation before you try to join!** Only PARENTS will be invited to the join the billing portion of Brightwheel.

You will be asked to give us an Emergency Contact (other than the parents). You may also select Family members to pick up. Family members **will be** able to see all updates and feeds from your child’s teacher on Brightwheel, they will **NOT** see any billing. An authorized pick up individual will be allowed to pick up and drop off only. They will **not** have access to anything but that task.

*BRIGHTWHEEL is available to all of us for an easy and productive communication application. Is your child ill and not going to be at school? Easily let your teacher know on Brightwheel. Have a question for the teacher or staff? Send a note over Brightwheel while you are thinking about it!*





**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: TUITION**

**POLICY NO.: 6**

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**6.1** All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in FBG CWE. Parents are ultimately responsible for all payments. If someone else will be paying, parents are required to let us know in writing their name, address, and phone number.

<b>Age Group</b>	<b>Program Days</b>	<b>Annual Tuition</b>	<b>Monthly Payments (9 installments)</b>	<b>Application Fee</b>
Toddler (12-24 months)	T/W/Th (9:00-2:00)	\$4275	\$475	\$180
2s	T/W/Th (9:00-2:00)	\$3825	\$425	\$180
3s	T/W/Th (9:00-2:00)	\$3825	\$425	\$180
Pre-K	T/W/Th (9:00-2:00)	\$3825	\$425	\$180
Kindergarten	T/W/Th (8:30-2:30)	\$4275	\$475	\$180

Tuition is paid through the Brightwheel app. Receipts will be given for all tuition payments through Brightwheel.

**You are paying for the space reserved, not the child's attendance!**

**6.2** Brightwheel is an excellent way to ensure your payment is NEVER late. You will set up ACH (.6%) or credit card (2.95%) to debit your account each month on or before the 6<sup>th</sup> of each month. You will automatically be charged a late fee of \$25.00 for any payments received after the 6<sup>th</sup> of each month and **each subsequent month it is left unpaid. The late fee will be applied EACH MONTH that the payment has not been made.**

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at FBG CWE; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director or Financial Administrator immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director or Financial Administrator.

**6.3** **FBG CWE** offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted \$25.00 per child, with the exception of kindergarten. There is NOT a discount for children in kindergarten.

**6.4** **The SUPPLY FEE** will take away the parents need to go out and purchase any supplies for their child(ren). All supplies needed, as well as nap mats, will be provided by the school.

For all billing questions please email [jreynolds@fbg.church](mailto:jreynolds@fbg.church)



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: CONFIDENTIALITY**

**POLICY NO.: 7**

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Within FBG CWE, confidential and sensitive information will only be shared with employees of FBG CWE who have a “need to know” to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as FBG CWE strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, and disability information, other health related information of anyone associated with FBG CWE

Outside of FBG CWE, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e., biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of FBG CWE are strictly prohibited from discussing anything about another child with you.

FBG CWE takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with FBG CWE. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be in violation of the Confidentiality Policy.



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND OR NEGLECT**

**POLICY NO.: 8**

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. All notifications must be made to Texas Department of Family and Protective Services (DFPS) [www.dfps.texas.gov](http://www.dfps.texas.gov) , Child Abuse Hotline: 1-800-252-5400 and the local police. The employees of FBG CWE are considered mandated reporters, under this law. The employees of FBG CWE are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at FBG CWE take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of FBG CWE cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: PARENT AND AUTHORIZED PICK-UP/DROP-OFF CODE OF CONDUCT**

**POLICY NO.: 9**

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FBG CWE requires the parents and the authorized person(s) picking up or dropping off enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of FBG CWE is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of FBG CWE but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property. When "Parents" is used, it is also referring to any AUTHORIZED PICK-UP OR DROP OFF PERSON FROM THIS POINT FORWARD.

**9.1 SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**9.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION:**

Threats of any kind will not be tolerated. Today FBG CWE cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be fully prosecuted of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

**9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION:**

FBG CWE does not support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### **9.4 SMOKING/VAPING:**

For the health of all FBG CWE employees, children and associates, smoking/vaping is permitted only in the designated smoking area on the school's property. Parents are prohibited from smoking in the building and in the parking lot of FBG CWE. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### **9.5 VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to always follow all safety procedures. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of FBG CWE. Please be particularly mindful of FBG CWE entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. We will be locking main entrances at 9:30 and re-opening at 1:30. Side doors are not to be used in E3 for entrance/exit. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director. Please be aware of not parking in the fire lanes or handicapped areas. Drive slowly and cautiously in the parking lot. Please be aware of the NO CELL PHONE policy in the parking lot while driving or while dropping off children in classrooms.

#### **9.6 GANG FREE ZONE**

As a result of House Bill 2086 that passed during the 81st Legislature, information about gang-free zones must be distributed to parents and guardians of children in care at licensed childcare centers. What is a gang-free zone? A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playground, video arcade facilities, and day care centers. Certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

#### **9.7 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION:**

While it is understood that parents will not always agree with the employees of FBG CWE or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.



### 9.8 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

FBG CWE takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with FBG CWE. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be in violation of the Confidentiality Policy.



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS**

**POLICY NO.: 10**

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Parents of a child in our care are entitled to immediate access to their child, without prior notice, whenever they are in care at FBG CWE, as provided by law. If you are picking up your child early, and want us to gather their belongings, contact us by Brightwheel or phone (512) 943-8103. Please ring the doorbell when you arrive and we will greet you as soon as possible.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) FBG CWE must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with FBG CWE, **both** parents shall be afforded equal access to their child as stipulated by law. FBG CWE cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, FBG CWE suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. FBG CWE staff will contact the local police should a conflict arise.





**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: DISMISSAL / SUSPENSION**

**POLICY NO.: 11**

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FBG CWE reserves the right to dismiss any child at any time, with or without cause.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the preschool's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. FBG CWE will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Our school will be a safe place for students and staff. Physical aggression and blatant disrespect will not be tolerated. We expect some learning experiences, boundary seeking behaviors and students navigating group play in age-appropriate ways. However, acts of aggression and/or blatant disrespect will be noted on an incident form and parents will be required to sign that form, acknowledging the occurrence. We will make every effort to redirect, prayerfully counsel and model healthy conflict resolution. If a child struggles repeatedly with aggression or blatant disrespect, they may be dismissed from FBG CWE.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be fully prosecuted of the law, by FBG CWE.

*Intervention in the early years can be crucial.*

*We make every attempt to work with parents and children to resolve issues. When that does not work, dismissal is our last resort.*

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: WITHDRAW / REGISTRATION FEE**

**POLICY NO.: 12**

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Two weeks written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for two additional weeks. This will be due within 30 days of receiving the invoice.

***If you withdraw, you do not get a deposit or tuition refund, unless it is a corporate transfer or military relocation.***

**After the 2<sup>nd</sup> Monday of July, at 5:00 p.m. no tuition is refundable**, unless it is a job transfer or military relocation. Please bring a letter in on company letterhead regarding the transfer.

**Registration and Supply Fees are NOT refundable.**

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN**

**POLICY NO.: 13**

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In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order) FBG CWE must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with FBG CWE administration, both parents shall be afforded equal access to their child as stipulated by law.** FBG CWE cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, FBG CWE suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, FBG CWE is obligated to follow the order for the entire period it is in effect. Employees of FBG CWE cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. FBG CWE will report any violations of these orders to the court.



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: ARRIVAL PROCEDURES**

**POLICY NO.: 14**

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FBG CWE hours are: 9:00 a.m. to 2:00 p.m. Kindergarten hours are: 8:30 a.m. to 2:00 p.m. Your child's teacher arrives at 8:15 and planning is imperative to make your child's day a very productive and exciting day.

Upon arrival at FBG CWE, the parents or the adult dropping the child off must sign the child into the school through the Brightwheel app. Parents must show their answers to the child's teacher/Admin/EC BEFORE the child can enter the building. Children are to remain with their teacher inside or outside of the buildings. Children are required by law to always be supervised while in the childcare facility.

If your child is anxious about leaving you, we suggest that you began talking about the fun day and all the friends they will meet on your ride to school. Once the child is checked in, say goodbye and leave. We have a great staff of professionals that will help your child settle into the routine for the rest of the day. Rest assured, if you child remains upset for an extended period, you will be notified.



FBG CWE does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at FBG CWE.

**14.1 NOTIFICATION OF ABSENCE**

Parents are asked to inform the center through the Brightwheel app if your child will not be in attendance on a scheduled day. If that is not available to you, email [tforth@fbg.church](mailto:tforth@fbg.church) or call (512) 943-8103. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Teacher not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that

the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. FBG CWE will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.



#### **14.2 AGENCY'S RIGHT TO REFUSE ADMISSION**

Possible reasons for the refusal of admission include but are not limited to:

1. Failure of payment.
2. Staff deems the child too ill to attend.
3. Domestic situations that present a safety risk to the child, staff or other children enrolled at FBG CWE if the child were to be present at the center.
4. Parent's failure to maintain accurate, up to date records required by the center.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program. If a class is closed for any communicable disease, the first 6 school days the child is unable to attend school will NOT qualify for a reduction in tuition. If the classroom must close a 2<sup>nd</sup> time (7+ days), the 2<sup>nd</sup> closing will be **considered** for a tuition reduction.

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: PICK UP PROCEDURES**

**POLICY NO.: 15**

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Parents or other authorized adult are required to sign their child out of care through Brightwheel and show to the check out to the Teacher or Admin person releasing the child. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the parking lot or sidewalks. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule a telephone conference for later in the day or for the next day at nap/rest time.

**15.1 LATE PICK-UP:**

Any parent who leaves a child at School past 2:05 p.m. will pay a late pick up fee according to the following schedule.

5-14 min	\$20.00
15-29 min	\$25.00
30-44 min	\$30.00
45-59 min	\$35.00

These fees will be added to your Brightwheel billing plan.

A child's services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.



## **15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

The staff of FBG CWE will contact local police and/or the other custodial parent should a parent appear to the staff of FBG CWE to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, FBG CWE staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of FBG CWE to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of FBG CWE will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

## **15.3 EMERGENCY/ALTERNATE PICK-UP FORMS**

At enrollment, parents are presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from FBG CWE. In an emergency, the child's parents will be called first. If they can not be reached staff will call the emergency contact listed on this form, then any other contact that is listed until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements may result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Any person listed on the "Authorize to Release Form" will have the right to act "In Loco Parentis." In Loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the "Authorize to Release Form" are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the "Authorize to Release Form" will be required to provide a Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the "Authorize to Release Form" must be made in writing (email will be accepted) dated and signed. Only custodial parents have the right to make changes or additions to this form. All changes need to be sent by email to [tforth@fbg.church](mailto:tforth@fbg.church)

FBG CWE reserves the right to refuse/ban any person listed on the “Authorize to Release Form” for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the “Authorize to Release Form” of the policies/procedures contained herein.





**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

**POLICY NO.: 16**

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing through Brightwheel.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called and then persons on the authorization pick up form until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than six school days.



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: CURRICULUM INFORMATION**

**POLICY NO.: 17**

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**17.1 DAILY SCHEDULE OF ACTIVITIES**

Daily Schedules are posted in each classroom and will be sent home at the beginning of the year.

**17.2 CLASS ASSIGNMENTS**

Your child's class assignment will be given before "Meet the Teacher". You should receive notification by phone.

**17.3 OUTDOOR PLAY**

We recognize the benefits of outdoor play in all weather; research show that this generation of children plays outside significantly less than their parents did. Parents are requested to apply insect repellent and sunscreen each day to their child before arriving at school. This will be at the complete discretion and responsibility of the parents.

During the cooler days, please dress your children in layers, with hats, gloves, and mittens. Please label all items. Remember, there is no bad weather, just bad clothes. Research from the CDC also shows children can build their immune system by escaping indoor germs and/or bacteria by going into the fresh air. **Please send 2 -3 pairs of clothing and 1 extra pair of shoes & socks each day (we can get wet outside!).**

**17.4 NAP/REST TIME**

All children, except Kindergarten, have a quiet time after lunch and are encouraged to rest. Each classroom follows a routine of toileting, hand washing and listening to or looking at books and quiet time/music. Lights are lowered during this time. Special rest items such as a favorite blanket or stuffed animals are permitted during this time only.

All children will be provided a plastic, foldable kinder mat for use during rest time. You may send 2 child size blankets, one for the Kinder Mat and the other one for cover. Label all items with your child's name. These covers will come and go with the child each day.

**17.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED**

You have paid a supply fee with the registration fee. This means you will NOT be responsible for going out and finding all the supplies required by each class (including a nap mat). We do ask that you be sure to send your child's lunch, water bottle and clothing each day.

**17.6 BIRTHDAY/HOLIDAY CELEBRATIONS**

Every child's birthday may be celebrated at school. If you wish, you may send cookies or cupcakes for children over three years old. For children under three, please send cookies. Let your child's teacher know in advance that you desire to furnish refreshments. Parents are not permitted to attend birthday celebrations in the classroom. Invitations to birthday parties held away from the school will only be distributed if there is one for each child in the class.

Parties are scheduled for these holidays: Christmas and Valentine's. Parents are asked to plan the parties.



### **17.7 PARENT/TEACHER CONFERENCES/COMMUNICATION**

Our general public website is [www.fbgweekday.com](http://www.fbgweekday.com) and will be one line of communication. Our other means of communication is through Brightwheel. Please be sure to look frequently for messages and updates. The school calendar, forms and parent handbook are on the public website.

You can also find us on Instagram and Facebook. Check us out and like us! [@FBG Children's Weekday Education](https://www.instagram.com/fbgchildrensweekdayeducation)

### **17.8 GRADUATION**

The Graduation ceremony for Pre-K and Kindergarten students is held during the end of May in the Worship Center. Caps, gowns and tassels are provided. Tassels may be taken home.



**FIRST BAPTIST CHURCH CHILDREN'S WEEKDAY EDUCATION**

**POLICY: CORRECTION/DISCIPLINE**

**POLICY NO.: 18**

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Students are expected to behave in an appropriate manner and strive to be a good example of Christian boys and girls to the community. The goal of FBG CWE is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students will be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possible cause physical or emotional harm to the child or his classmate.
3. Actions in direct violation of a well explained school or classroom rule.
4. Willful disrespect toward the teacher. Students will be taught and encouraged to call their teachers by their surnames with Miss or Mrs.; as well as addressing them with sir or ma'am.
5. Use of profane or unwholesome language.

**Discipline will 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 Teacher will 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.
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.

**There will be no hard, cruel, or unusual treatment of any child. The following type of discipline and guidance are prohibited:**

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training,
3. Grabbing or pulling a child;
4. Putting anything in or on a child's mouth;
5. Humiliating, ridiculing, rejecting, or yelling at a child;
6. Subjecting a child to harsh, abusive, or profane language;
7. Placing a child in a locked or dark room, bathroom or closet;
8. Placing a child in a restrictive device for time out;

9. Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D);
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Parents are expected to support and uphold the FBG CWE policies. This cooperation produces FBG CWE's effectiveness.

**FIRST BAPTIST CHURCH CHILDREN'S WEEKDAY EDUCATION**

**POLICY: TOYS FROM HOME**

**POLICY NO.: 19**

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Due to the risk of damage, sharing issues, and loss, children are **NOT** permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy. FBG CWE is not responsible for lost or damaged items.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical/non-mechanical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by FBG CWE staff for safety and appropriateness and may be prohibited at the sole discretion of FBG CWE.



**FIRST BAPTIST CHURCH CHILDREN'S WEEKDAY EDUCATION**

**POLICY: DRESS CODE**

**POLICY NO.: 20**

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**20.1 CHILDREN**

**Clothing:**

Children are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting.

Coats, hats, gloves, scarves, and winter shoes must be provided in the winter months

Children are not permitted to wear open toed shoes, open toed Crocs, boots and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes, crocks with a strap or Natives.

Little girls must wear tights or shorts under any dress worn.

Children ages 3 through 5 are required to always have two seasonably and size appropriate complete change of clothing at the center. Children under 3 years of age are required to have three seasonably and size appropriate, complete changes of clothing at the center always. A complete change of clothing includes shirt, pants, underwear and socks. An extra pair of shoes would be ideal. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, and scarves. FBG CWE is not responsible for lost or damaged items of clothing.

**Jewelry/Accessories:**




Children are not permitted to wear necklaces of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, FBG CWE will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any necklace, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeat violation of SAFETY POLICIES may result in dismissal from the program.

Headbands, barrettes, bobby pins, etc. are considered a safety hazard worn by children. When choosing accessories, for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending FBG CWE.

FBG CWE is not responsible for damage to or loss of and articles of clothing.

## 20.2 PARENTS

Parents are required to be dressed in appropriate clothing while at FBG CWE or involved in any FBG CWE sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language is prohibited.

-  *It is **EXTREMELY** important for the children to be dressed warmly on cold days as we go outside!*
-  *Also comfortably ... we move around a lot and the children need to be comfortable to have fun and learn.*
-  ***TENNIS SHOES** are a child's best friend! They are the most appropriate shoe for **ALL DAYS!***



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: PARENT PARTICIPATION/VOLUNTEERS**

**POLICY NO.: 21**

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Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at the preschool. Parents may volunteer to coordinate special events, help with Christmas Spectacular, and teacher appreciation. Teachers will have volunteer opportunities available at Meet the Teacher (Open House). Parents not interested in volunteering directly in the classroom may donate items or assist in the resource area.

Our annual Christmas fund-raiser, which will be held the second weekend in November and needs A LOT of volunteers in 3-hour increments! Please be sure to sign up with your enrollment forms! You can follow us on Instagram and Facebook @FBC.CHRISTMAS or at [www.thegeorgetownchristmasshoppingspectacular.com](http://www.thegeorgetownchristmasshoppingspectacular.com)



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## 22.1 PRE-ENROLLMENT REQUIREMENTS

- **Feb. 1** – Application available for returning families.
- **Feb. 14** – Application available to the public on our website.
- **March 1** – Enrollment forms sent out through Brightwheel.
- **June 1** – All Enrollment forms must be completed, and you will be billed for next May's tuition.
- **August 1** – Kindergarten will be billed for the curriculum fee.

Each child is required to complete an Application and Enrollment Packet of information which will be sent via the Brightwheel app by March 1. Applications will be available to returning families on February 1<sup>st</sup> and to new families on the 14<sup>th</sup> of February each year. At the time you complete the Application you will be required to submit the Application Fee and the Supply Fee (see Policy #6). The Application will be filled out online and automatically submitted to the Admissions Administrator. On March 1<sup>st</sup> you will receive the Enrollment Packet via the Brightwheel App. You must have your Enrollment Packet completed by June 1. At that time, you will be billed for next May's tuition or the Kindergarten Curriculum Fee. Your child's place in the school is NOT official until the Enrollment Packet is submitted AND May's tuition has been paid.

All children are required to have a complete up to date immunization record on file at FBG CWE per our licensing regulations. If you have chosen not to have your child immunized, please check the enrollment forms for an Immunization Waiver Form link. This waiver will replace the immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, to attend FBG CWE. The Physical Examination Form, indicating the child's fitness to attend FBG CWE, must be completed by a licensed healthcare professional and be returned with the Enrollment Packet. **This form is only good for exactly one year from the date the physical was given; therefore, the date of the physical is imperative.**

**All children enrolled who are four years of age (or older) must be screened for possible vision and hearing problems before admission, or present evidence of screening conducted one year prior to enrollment.**

## 22.2 CHILDREN WITH SEVERE ALLERGIES (All forms will be part of the Enrollment Packet)

For the safety of your child, parents are required to provide a signed copy of the "Severe Allergy Release & Waiver of Liability for Administering Emergency Care" and "F.A.R.E" forms, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. These forms release FBG CWE from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in their care plan, provided FBG CWE exercises reasonable care in taking such actions.

These forms must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated at the beginning of every school year, or more frequently, as needed. In addition to these forms, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. These forms can be obtained by going to the Forms & Requests section on the Brightwheel website or by emailing [tforth@fbg.church](mailto:tforth@fbg.church).

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **22.3 COMMUNICABLE DISEASES**

FBG CWE follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC) 1-800-341-2392. A separate Policy would be in effect for any current communicable disease and would supersede the Parent Handbook.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the Authorized Release form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. FBG CWE reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for **24 hours**. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least **100.0** degrees Fahrenheit or more as taken under the arm.

Any child who has two or more loose bowels or diarrhea within an hour in the day will be sent home. Children may return to the program when normal bowel movements resume.

**For any communicable diseases, we will follow the rules and guidance of Williamson County Health including quarantine and closures. If the quarantine is greater than 6 school days, tuition will be adjusted.**

If your child will be absent due to illness, we request that you notify your teacher through Brightwheel. This enables our faculty to keep track of any illnesses, which may occur at our school.

This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. FBG CWE will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child’s absence from school.

## **22.4 BITING**

FBG CWE recognizes that biting is a developmentally appropriate behavior for children in the 12 months through 2 ½ year old classrooms. But it also is a very serious and dangerous occurrence with little children. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. The teacher always will try to work with the child and family to stop this behavior. The staff will work to identify situations which provoke or elicit this behavior so it can be prevented in the future. Children may be redirected to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child’s services terminated.

The first time a child bites, the child will be firmly told “NO” and will be separated from the other children but will remain in the room. The times of separation from the other children will be based upon the age of the child.

The second time a child bites, the child will be told “NO” and will be separated from the other children. The times of separation will be based upon the age of the child. If the child bites a third time, the parents will be called, and the child will need to be picked up immediately from the preschool. Biting issues, as well as aggressive behavior, will need support from home to help end the situation. The child will be asked to stay home for 2 or 3 days. If biting or aggressive behavior continues, a child may be subject to dismissal from the program. All decisions will be made on an individual basis.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the same discipline procedures outlined above, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child’s service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year, will have their services terminated since the safety of all the children in the program is of the utmost concern of FBG CWE.

No matter the age, for the child who was bitten, the Teacher will love the child, hold them, hug them and calm them. The bite will be washed with soap and water, and ice will be applied, if needed.

Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of FBG CWE cannot discuss the

medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## **22.5 DISPENSING MEDICATION**

Parents are required to complete a Medication Form for any medications required to be given at school, including Epi- pens, inhalers or breathing treatments, diaper cream including when that medication is to be dispensed. Medication Forms, doctor's notes and medication are to be turned into the Teacher who will in turn notify the Center's Assistant Director.

## **22.6 FIRE/EMERGENCY/WEATHER DRILLS/LOCKDOWN DRILLSITE**

FBG CWE conducts monthly fire and quarterly emergency/evacuation drills/lockdown drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by Brightwheel of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## **22.7 ALTERNATE SAFE LOCATION**

Should the administration of FBG CWE or any emergency services (gas leak, chemical spill and other emergencies) personnel determine the building which houses the childcare center too dangerous to be occupied, the staff and children will be taken to Firehouse Station #5, 3600 DB Woods Road, Georgetown, TX (West of I-35) OR to Firehouse Station #1, 301 Industrial Ave., Georgetown, TX (East of I-35). The children shall be placed in private automobiles belonging to staff and other church employees and taken away from the area as directed by emergency personnel. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call. The director shall be responsible for the removal of pertinent children's records. Parents shall be notified by Brightwheel to pick up their children immediately. The Director will notify the state licensing representative at 512-942-4030 as soon as possible after any occurrence that renders all or part of the program unsafe or unsanitary for a child.

## **22.8 INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. Minor incidents/accidents will be reported on the Brightwheel app. The state form 7239 will be used for more significant events or when medical care is required outside of school. The Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby or school bag.

If the state form is required, parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, a telephone conference may be scheduled for later in the day or for the next day at nap/rest time.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

## **22.9 FOODS**

All food items must be labeled with your child's name. FBG CWE does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note of any allergies (food or otherwise) with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

FBG CWE never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

FBG CWE does not serve breakfast.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and junk food will be reserved for a “dessert” when an adequate amount of their lunch has been eaten. **All hot dogs, corny dogs, cherry tomatoes, grapes, etc. need to be cut up horizontally per state request.**

FBG CWE curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Snack food items should be healthy, such as fruit, vegetables, and the like. Parents should limit junk foods to a minimum in their child’s lunch. When preparing your child’s lunch please refer to the Peanut Free Policy that follows. All uneaten food will be placed back in the child’s lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child’s lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satisfied, but not so much that food is wasted.

FBG CWE does not allow full size candy bars, sodas, or full-size candy treats such as Skittles, Starbursts or gum, in a child’s lunch. If you wish for these foods to be a part of your child’s diet, please give them to your child at home. One or two miniature sized candies are permitted in a child’s lunch as a treat. However, FBG CWE staff will prohibit a child from consuming these treats if the child is having a particularly overactive, excitable day.

FBG CWE prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should have an icy in the lunch box, provided by the parent.

Lunches will not be heated for any children.

All food items provided in your child’s lunch must be labeled with your child’s name. Simply labeling the child’s lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

Please also send a snack for your child each day. This snack needs to be packed separately from their lunch and must follow all the above guidelines.

## **22.10 NUT FREE CENTER**

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, FBC CWE prohibits nuts and/or foods containing nut products on FBG CWE property, and/or at FBG CWE sponsored events. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath, or touching nut oil residue left on a countertop, in bathroom or playground not only from consuming nuts or nut products.

Parents are responsible for providing foods that are nut and nut product free for their child's lunch and/or snack. There are many acceptable food items that are nut and nut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing nuts, or nut products have in fact been made in the same factories as nut containing foods and are therefore, considered to be contaminated. When reading the label, look at not only the ingredients listed, but for statements such as, "may contain traces of nuts (or specific kind of nut)." For example, Plain Chocolate M & M's have this statement on the label.

An alternate nut-free product would be Sun butter-made from sunflower seeds.



## 22.11 NURSING MOTHERS

If you are a nursing mother and would like to nurse your baby while they are in our care, please speak with the Assistant Director of your building and they show you to our nursing room where you can comfortably feed your infant.

## 22.12 EMPLOYEE VACCINATIONS

Currently we do not require our Staff and Teachers to have any specific vaccinations. We do recommend that they receive a Flu Vaccine each year. Our employees are expected to wear gloves when changing diapers, or in restrooms when assisting children. Hands are washed after each changing/restroom assist and at other times, as necessary.

## 22.13 POTTY TRAINING

For our Toddlers through Two's, potty training is not a necessity. We have the equipment and staff in our E1 building to be able to change diapers and help back parents in potty training their littles. Once a child is three, we do NOT have the facilities or the staff in our E3 building to help with potty training. We expect your child to be completely potty trained at three. We all have our idea of what a fully potty trained child looks like. Here are our expectations:

### **A potty trained child is a child who can do the following:**

- 1. Be able to TELL the adult they need to go potty BEFORE they go. They must be able to say the words, "I need to go potty" BEFORE they need to go.**
- 2. Be able to pull down their underwear and pants and get them back up without assistance.**
- 3. Be able to wipe themselves after using the toilet.**
- 4. Be able to get off the potty by themselves.**
- 5. Be able to wash and dry hands.**
- 6. Be able to go directly back to the room without directions.**
- 7. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside.**

We know a few of your children are struggling with being fully potty trained for school. We also know accidents happen. Here are the guidelines we will be following:

1. On the 2<sup>nd</sup> accident in a day, we will call you to come pick up your child.
2. If this occurs twice in one week, please keep your child home for one week or until ready they are ready to be successful in underwear.

### **Some things you can do to get your children ready to train:**

- 1. Start reading potty books and talking about going potty in the big girl or big boy potty during changing.*
- 2. Have them sit on the potty during natural transition times (before and after meals, before and after naps, and diaper changes).*
- 3. Practice with them getting their pants up and down on their own and washing their hands.*

Some things we do not do:

1. We do not put children on a potty schedule where they go every half hour or hour. It is very time consuming with little to no benefit.
2. We do not clean out poopy underwear. We will bag urine soaked underwear and return it to the parent at the end of the day; we will not do this with soiled underwear. We must immediately dispose of soiled underwear.
3. We do not do laundry of any soaked or soiled clothing. They are bagged, put outside, and returned to the parents at the end of the day.
4. We cannot hold a three's position for an "almost" trained child. If there is an opening when our child is potty trained, we will gladly enroll your child.
5. We cannot put a three year old child in the Two's for another year. Please do not ask.

We have found that children are easily potty trained during long vacations and holiday breaks. The parents have time to do some intense work and supervision. Parents can also allow the child to be in underwear for many consecutive days.



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: COMPLAINT PROCEDURE**

**POLICY NO.: 23**

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If you have a complaint or concern:

1. **EXPRESS IT PROMPTLY.** Keeping it to yourself can cause ill feelings and friction which decreases effectiveness.
2. **TELL IT TO THE RIGHT PERSON.** Concerns regarding the school or operations should be express directly to the Director / or Assistant Directors / Finance & Admissions (listed below).
3. **EXPRESS YOUR CONCERN CLEARLY.** Make sure the person to whom you are expressing your concern knows all the details of the situation. Express exactly what you are concerned about, and why. Misunderstanding could lead to further problems and needless hard feelings.
4. **PRAY ABOUT IT.** Ask God to help make your complaint in such a way that it will result in the betterment of our School.

**If you are filing a complaint against another child in the room, you will be expected to move rooms, not the child you are filing the complaint against if it cannot be resolved**

Paula Miller, Director [pmiller@fbg.church](mailto:pmiller@fbg.church)

Jennifer Reynolds, Finance & Admissions, [jreynolds@fbg.church](mailto:jreynolds@fbg.church)

Jill Cearley, Assistant Director, E1 [jcearley@fbg.church](mailto:jcearley@fbg.church)

Erika Boatright, Assistant Director, E3 [eboatright@fbg.church](mailto:eboatright@fbg.church)

Rachel Smith, Assistant Director, [rsmith@fbg.church](mailto:rsmith@fbg.church)

Tricia Forth, Admissions, Public Relations, & Fundraiser Coordinator, [tforth@fbg.church](mailto:tforth@fbg.church)

You may always phone (512) 943-8103 and ask for assistance.

**POLICY: ANIMALS**

**POLICY NO.: 24**

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No animals may be brought to the Preschool Center without prior WRITTEN authorization from the Director of the Preschool. NO pets are allowed in the drop off or pick up areas.



**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: AUDIO AND VIDEO SURVEILLANCE**

**POLICY NO.: 25**

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Cameras are located throughout the buildings at each location in all public spaces indoors and outdoors. Any person is strictly prohibited from blocking, moving, or dismantling any camera installed on the property. These cameras are primarily used to ensure safety and security of employees, children, and visitors. Signs are posted at each site that indicate cameras are present throughout the buildings, and by entering, you accept that they are being recorded by video and audio surveillance.

The cameras have an internal video and audio surveillance system. These recordings are the sole property of FBG CWE and may be used for safety, training, observation, and supervisory purposes and as part of evaluation and disciplinary processes with employees. They may also be used during investigative processes.

Parents or guardians will not be provided with on demand access to any recording due to the confidentiality of other children and families that may be seen within recording. There may be children enrolled in the program that are under protective orders, are in foster placements and protecting their privacy is required. If a parent/guardian has a concern and would like to have the recording reviewed, they can make that request to the Director. Requests must be for a specific date and time and should be made within 7-10 days the issue in question may have occurred.

Licensing Inspectors and Investigators from Child Protective Services agencies are permitted access to recordings as part of their investigatory processes as the recordings are considered an agency record.

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## Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88<sup>th</sup> Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available;
  - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

### Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION**

**POLICY: AGENCY CONTACT INFORMATION**

**POLICY NO.: 27**

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First Baptist Georgetown Children's Weekday Education (FBG CWE)  
1333 W. University  
Georgetown, TX 78628  
512-943-8103  
512- 863-2747 Fax  
Paula Miller, Director  
[www.fbgweekday.com](http://www.fbgweekday.com)