



**harris**creek

— PARENT'S DAY OUT AND PRESCHOOL

## Parent Handbook

2017-2018

Dear Parents of Preschoolers,

At Harris Creek Baptist Church, much emphasis is placed on the family. Harris Creek Parent's Day Out and Preschool is one of several ministries here that serves families in our church and community. Our desire is to teach your children through nurture and love, and to minister to your family through your preschooler. We invite you to visit Harris Creek Baptist Church and become involved if you do not already have a church home.

Parents are a child's first and most important teacher, as well as a valuable partner in the education process. Research suggests that the more involved families are in each other's lives, the greater the child's academic success will be in school. We thank you for entrusting your child to our care for part of his or her week.

We want your child's experience in our program to be an enjoyable one. Preschoolers are natural learners, which makes our job teaching them a joy! They are curious, interested, and enthusiastic about learning new things. It is also our desire to plant seeds of basic Bible truths in these little ones. Our teachers are committed to serving God, and His love will be evident through their words and actions as they work with your children. We pray these seeds may continue to be nurtured and grow to become a lifelong relationship with God.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this Parent's Day Out and Preschool program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew.

What a wonderful year we will share!

Carol Underwood

Parent's Day Out and Preschool Director

## **Program**

At Harris Creek Parent's Day Out and Preschool, your preschooler will have the opportunity to grow spiritually, physically, mentally, emotionally, and socially in a safe and nurturing environment. Guided by teachers using Church Weekday Early Education (WEE) Learn Curriculum, preschoolers will discover and learn about the world around them through developmentally appropriate play and sensory experiences.

Our preschool learning environment provides children with many activities including music, art, story times, indoor/outdoor play, Bible related activities, science experiments, social awareness, language arts concepts, mathematical concepts, and developing social skills through play. Our classrooms are arranged into learning centers/zones where children can make choices for individual and small group activities. Daily lesson plans include a variety of activities to help each child grow to his or her full potential in each area of development.

## **Enrollment**

Enrollment in Harris Creek Parent's Day Out and Preschool Program is open to the community at large. It is designed to meet the needs of healthy children 4 months through 4 years old as of September 1<sup>st</sup> each year. Children may be enrolled in a 1- or 2-day Parent's Day Out program, with one-day spaces being limited. Preschool classrooms are 2-day only programs. All children enrolled in either program must provide, as required by Texas child care licensing requirements, a completed enrollment packet, a doctor's statement to participate in group care, and documentation of immunizations. If legal custody is in question, documents verifying custody will be requested when your child starts attending Harris Creek Parent's Day Out and Preschool.

Enrollment is valid for 1 school year. Re-enrollment will take place each spring, with priority being given to children currently enrolled in the program and then those on our waiting list.

## **Days and Hours of Operation**

Harris Creek Parent's Day Out and Preschool operates from 9:00 a.m. to 2:00 p.m. on Tuesdays and Thursdays from late August through May.

## **Holidays and Inclement Weather**

The Harris Creek Parent's Day Out and Preschool Program operates on the same schedule as Midway Independent School District (MISD) and will observe the same holidays as MISD with the exception of Thanksgiving and the week of Christmas when we will be closed the entire week.

If Harris Creek Parent's Day Out and Preschool must close due to inclement weather, we will abide by the decision of Midway ISD. If MISD closes, then Harris Creek Parent's Day Out and Preschool will close. If MISD chooses to open late, we will abide by those hours of operation. If MISD chooses to release students early, we will do the same. In cases of inclement weather, please stay tuned to local news on the television or radio for closing information.

## Fees

Tuition is divided into 9 equal monthly payments and is due on the first Tuesday or Thursday of each month. Monthly bills are not sent. You may pay your tuition and supply fee at the check-in counter or online at [www.harriscreek.org](http://www.harriscreek.org). Accounts not paid by the 15<sup>th</sup> of each month will be charged a \$15 late fee. Any child whose account is not paid at the end of the month will be withdrawn from the program.

<b>Parent's Day Out</b>	<b>One Day Program</b> Tuesdays or Thursdays	<b>Two Day Program</b> Tuesdays and Thursdays
Semester Supply Fee	\$40	\$60
Monthly Tuition	\$80	\$145
<b>Preschool 3 &amp; Preschool 4</b>		
Semester Supply Fee	N/A	\$60
Monthly Tuition	N/A	\$160

The Fall Supply Fee is due at the time of enrollment and is non-refundable after July 1<sup>st</sup>. The Spring Supply Fee is due the first Tuesday or Thursday of January and is non-refundable.

There is a \$25 fee for all returned checks. The returned check amount and all incurred fees must be paid in cash.

## Drop-In Fees

We offer drop-in care for children ages 4 months to 5 years (pre-k). The cost is \$20.00 per child per day. Please call ahead for availability. Children who attend drop-in care more than 3 times who are not enrolled in our program must complete full enrollment paperwork and may be subject to the semester supply fee.

## Absences

There will be no refund of tuition due to absences or cancellations. It is welcomed but not required that you call when your child will be absent. In the event your child has an illness or condition that needs to be reported to the health department, please inform the Director. ***However if your child misses 3 weeks in a row without calling, we will assume that you have withdrawn your child and will give your child's space to someone on the waiting list.***

## Illnesses

We are a well child facility. **Children who within the previous 24-hour period have shown signs of illness such as fever (100.4 or above), diarrhea, vomiting, acute cold, heavy nasal discharge (clear or colored), constant cough, pink eye or eye infection, or any unexplained rash or skin infection cannot be accepted at Parent's Day Out and Preschool.**

Hand, Foot and Mouth Disease has become more present over the last couple of years. Therefore, we have adopted the policy that children with sores present cannot be accepted at Parent's Day Out, because of the highly contagious aspect of this virus.

Diarrhea for any cause – even medication or juice induced – will not be accepted at Parent's Day Out and Preschool. If a child is too ill to comfortably participate in the day's activities including outside play, it is necessary to stay home. For your own child's protection and the wellbeing of the other children and staff, please adhere strictly to this policy. A parent will be asked to come pick up a child should symptoms of illness occur during the day. Please notify the teacher immediately if your child has been exposed to any contagious or communicable illness or disease, especially chicken pox.

### **Medication**

Teachers and staff may not give medication at any time during our program. Life saving medication, may be given by office staff in case of severe allergic reaction, with a parent's written consent on file. Such medication must be stored in the Director's office.

We encourage the use of sun block to protect children from the harmful rays of the sun. The parents are asked to apply the sun block in the morning when dressing the child.

### **Arrival and Departure**

Parent's Day Out and Preschool begins promptly at 9:00 a.m. Please do not bring your child down the hall to drop off before 9:00 a.m. Before this time, the teachers are busy preparing their classrooms for the day. This preparation time is vital, so we thank you for honoring their time. If your contact information changes, please update the Director with the current information when dropping off your child.

Children are to be picked up between 1:50 and 2:00 p.m. Please be prompt for the sake of your child as it can be frightening if a parent is late arriving. If you are running late, please call the church so that we may reassure your child. Being prompt also allows our teachers to get to school on time to pick up their older children. If you need to pick your child up early, notify the teacher so your child will be ready at the arranged time.

For the safety of the children in the rooms, parents, visitors, and older siblings are asked to remain at the door of the classroom and wait for a teacher's assistance.

### **Late Pickup Fee**

Late Pick-Up Fees will begin at 2:05 PM and will be charged \$1.00 per minute, or any portion thereof. Habitual tardiness will result in greater fees.

### **Healthy Snacks**

Each classroom, excluding the baby rooms, will send home a snack calendar for the parents. The teachers will assign a day for each child to bring snacks for their classroom. A bag will be sent home the day prior to your assigned day. Inside the bag will be a list of appropriate healthy snacks that you may choose from. The list will also include serving sizes. Please

advise your child's teacher of any food allergies your child may have. If your child is allergic to an item on our snack list, we will remove it from that particular class' itemized list.

### **Lunch**

Your child will need to bring a lunch each day. Lunch should consist of finger foods and a drink. Please remember to always include a napkin, and send spoons and bibs when necessary. Please do not send food that has to be heated or refrigerated, as our classrooms are not equipped with microwave ovens or refrigerators. Please label the lunch box and all containers with your child's name.

Bottles (milk/formula/juice), and food for infants who are not eating table foods, must be provided by the child's parents each day. Label all items with the infant's name.

### **No Nuts, No Peanut Butter**

Due to many allergies, Harris Creek Parent's Day Out and Preschool has a **No Nuts, No Peanut Butter** policy so that this will be a safe place for all of our children. This policy applies to shared food and snacks; it does not apply to your child's lunch. The only exception will be if another child in your child's class has an allergy that includes sensitivity to even the smell of peanut butter or peanut products. You will be notified in these circumstances, and we will ask that you not send any lunch foods that contain these ingredients.

### **Labeling**

Please label all items that you bring to Harris Creek Parent's Day Out and Preschool. It is especially important that you label all bottles, cups, pacifiers, and loose clothing (sweaters, jackets, hats, etc.). It is very easy for mix-ups to occur.

### **Clothing**

Children should come to Harris Creek Parent's Day Out and Preschool dressed in comfortable, washable play clothes. Children are required to wear shoes. Please avoid belts, overalls, or suspenders. Complete independence of adult help in dressing is a goal our children are encouraged to achieve. Simple clothing will enable your child to achieve this goal.

Remember that play is a child's work and that much of play is dirty. The children will paint, dig in dirt, play in mud, play with bugs, crawl on the floor, cook, mash play dough, and more.

The right clothing and shoes will contribute to your child's safety at Harris Creek Parent's Day Out and Preschool. Select shoes for your child that can be tied or buckled securely to your child's feet and have rubber soles. Shoes should be comfortable and closed toed. Flip-flops, sandals, dress shoes, and boots can contribute to playground injuries from slips and falls. Select clothing that allows your child to run and climb safely. Avoid necklaces and draw-string hoods as these have been known to catch on climbing equipment or furniture, with the threat of strangulation.

When cooler weather arrives, please be sure to send your child with a jacket, sweater, or coat. Please clearly mark each item with your child's name. We will play outside unless it is raining or the temperature is too cold.

### **Things to Bring**

Each day parents are expected to bring the following items for each of their enrolled children (in addition to a lunch):

- **Nap Mat:** For children 1 year and 2 years old.
- **Towel for rest time:** For children 3 and 4 years old.
- **Bag/Backpack:** All children should bring a bag or backpack with them each day. We request that this bag be large enough to hold your child's lunch box and a change of clothes.
- **Diapers and Wipes:** Most children use 2 to 3 diapers while at Parent's Day Out. We ask that you send a least 5 diapers daily. If your child has a sensitivity to wipes, we ask that you keep a refill pack in your child's bag to be used each day.
- **Change of Clothing:** We ask that all children bring a change of clothing each day. Accidents happen; sometimes paint or drinks spill, and this will help us be prepared. Please label the clothing and put it in a Ziploc bag. If your child is toilet trained, please include an extra pair of underwear.
- **Security Item:** If your child has a security blanket or toy needed to sleep, please label it and leave in your child's bag/backpack for rest time.

### **Things Not to Bring**

Harris Creek Parent's Day Out and Preschool does not allow toys or items brought from home, with the exception of security items for use during rest time. Bringing a toy often leads to disagreements with playmates and upset feelings. Sometimes items from home get broken. Harris Creek Baptist Church is not responsible for any items brought from home.

### **Injuries**

Minor accidents occur as children play and explore. When such an incident occurs, caregivers will do all that they can to determine the cause of the accident, care for the child, document the injury for the parents and the director, and evaluate the incident to determine how it can be prevented in the future. Parents will receive an injury report explaining the details of an accident. If a serious injury occurs that requires medical attention, we will notify the parent.

Parents must keep their emergency contact numbers up-to-date at all times. Harris Creek Parent's Day Out and Preschool will call the child's doctor for instructions, if the parents cannot be contacted. If the child must be transported immediately for medical attention, EMS will be called. It is important that parents keep medical information up-to-date in the child's file, especially allergies to medications, and changes in doctors.

## **Discipline**

Our goal is to have a safe, loving, and nurturing environment for every child at Harris Creek Parent's Day Out and Preschool. In keeping with this goal, we emphasize the teaching of appropriate and kind behavior. Classroom rules are enforced as a positive way to encourage the children to choose acceptable behavior. Simple and positive speech is used when communicating with the children. Appropriate behavior is immediately followed by praise, recognition, etc.

Discipline is a training process and is not punishment. When a child does not follow a classroom rule, he or she will be given a verbal warning. If the warning is ineffective, the child's attention will be redirected. If the rule is broken again, some time is allotted out of the activities for the child to think and prepare himself for appropriate behavior (no more than one minute per year of child's age). If the child's behavior cannot be modified and the child is placing other's safety at risk, the child will be referred to the director's office. After a cooling off period and a visit with the director, the child will be reintroduced to the classroom. In the event that a child poses a severe discipline problem, or becomes inconsolable, the parent will be requested to come and pick up their child. Physical punishment of any kind or abusive language of any kind toward any child will not be tolerated.

**Children are learning how to behave in a group and will make mistakes. We will not report all misbehaviors to you - only those that persist or are puzzling to us. We share this information with you so that we can work together to help your child overcome this problem and gain better social skills.**

## **Celebrations**

We will have class parties that celebrate special holidays. If you would like to donate items for these parties, feel free to review the sign-up sheet posted in the classroom the week prior to the celebration.

You are welcome to send in a special treat for all the children in the class to celebrate your child's birthday. Please discuss this with your child's teacher in addition to asking about any allergies.

## **Employment Opportunities**

If you would like to substitute teach or teach regularly at Harris Creek Parent's Day Out and Preschool, please see the director. You will need to complete an application that includes a background check before an interview can be scheduled.



## **2017 Summer Session**

June 13 – July 25

## **2017-2018 Calendar**

August 24	Meet the Teacher
August 29	First day of PDO and Preschool
November 21, 23	Thanksgiving Holidays
December 26, 28	Christmas Holidays
January 2, 4	New Year Holidays
January 9	Spring Semester Begins; Supply Fee Due
March 6 & 8	Spring Break Holidays
May 24	Last day of PDO and Preschool