

First Baptist Wylie



Parents Day Out 2019 - 2020

Parent Handbook



FIRST BAPTIST
WYLIE

Policies & Procedures

Parent Information



Registration Fee

This is a once a year per FAMILY fee. The \$75 fee is for the entire family. It is non-refundable.

As a ministry to our families, we are trying to keep the fees low. However, we want to stress the importance of your commitment to our program for the entire year. Your registration fee is your commitment to the program for the entire year.

Tuition

This fee is calculated per child per month regardless of attendance. Your payment is due the first Tuesday/Thursday of each month. Your payment in full is expected even if your child is absent. A \$25 late fee will be added if it is not paid on or before the first class day of the month. You may pay by check or online with a debit/credit card.

Failure to Submit Tuition

Any family not up-to-date on tuition will be dropped after the second week of the month. Full registration fees will apply if the family wishes to re-enter the program.

Fees for Late Pick-up

Our hours are from 9:00am - 2:00pm. You may arrive for drop off as late as you wish & pick up as early as you wish. However, your full payment is expected. **You must also be prompt and pick up by 2:00.** There will be a \$10 late fee charged after 2:05.

Withdrawal

If for any reason you must leave the PDO program, we require a 30 day written notice. This gives the program a chance to fill this vacancy. You will be held financially responsible until a written notice is received. You will be released from financial responsibility 30 days from the date our office receives notice.

Inclement Weather

We will follow WISD for closures. If Wylie schools are closed or delayed, we will not be in session.

What to Send Each Day

We ask that you be responsible for sending these **items each day. Your child's name must be on all belongings:**

- Send a **labeled** spill proof type cup with your child each week.
- Send a **labeled** backpack with a change of clothes & diapers/pull ups. *(Include wipes only if there is an allergy)*
- Send a **labeled** nap mat and nap time comforts such as a small blanket and/or small pillow
- Send a lunch box with your child. Please **label** the lunch box with your child's name.

We will not be able to heat or refrigerate any items. All food should be kid finger-friendly.



Alert on Peanut/Tree Nut Allergies

On any given day we have children on our campus with peanut/tree nut allergies. For this reason, please **DO NOT** send peanut or any nut products in your child's lunch. We appreciate your help in making this a safe environment for all of our little ones.

Birthdays

We love celebrations! Please feel free to send a birthday treat for the lunch time dessert the week of your child's birthday to share with the class. Please let the teacher know in advance.

Arrival & Drop Off

Parents will park in the parking lot off of Marble Street and enter the building through the doors under the awning. Proceed to the kiosk check-in area and print the security badge. You will then take your child to their classroom. Teachers are the only adults authorized to be in classrooms. This is not only for security purposes, but also helps to facilitate a short and sweet goodbye each morning. Please assure your child at the door that you will be returning soon and then leave. If there are any concerns that day, such as an emotional departure, feel free to let the director know and she will check on your child shortly.

We ask that you not attempt to drop off before 8:50am. Our teachers are busy getting ready for a great day! Children can be dropped off as late as you wish, and picked up as early as you wish. The doors will be locked until shortly before PDO arrival and dismissal in the afternoon. If you need to enter the building at any time and the doors are locked, you will need to call the director.



Curriculum

For each day's theme, we have chosen age appropriate activities that make mastering various concepts a blast! Preschoolers explore lots of the basics through programs such as Leapfrog! Activities introducing letters, numbers and colors, crafts, children's literature, and Bible story time— it's all part of our plan to provide each child an enriching day while at Parent's Day Out!

By the time our preschoolers leave our Parent's Day Out program, we pray they are confident in 3 basic Bible truths.

1. God loves you.
2. God made you.
3. Jesus wants to be your friend forever.

Illness

We ask that your child not come to PDO if he or she is sick. Anything that is contagious will put other children at risk. If your child isn't feeling well, he or she would really rather be at home anyway. If your child has had fever or has vomited within the past 24 hours, please keep him or her at home. Again, children must be fever free *without medication* for 24 hours before returning to PDO.

Please do not bring your child to PDO if he/she has any of the following symptoms:

- Fever (must be fever free without medication for 24 hours)
- Vomiting or Diarrhea (within 24 hours)
- Unexplained Rash
- Inflamed Throat and/or Mouth
- Colored Discharge from Eyes or Nose
- Coughing/Sneezing
- Head Lice (or known exposure to head lice)



Flexible Classes

Consistency is our goal but, In order to best meet the needs of all our children and maintain appropriate class sizes, your child may or may not remain in the same classroom all year. Our classes remain flexible as children grow and develop throughout the year. If we need to adjust classes, you will be given advance notice.

Emergency

In the event that you have an emergency, please notify our Parent's Day Out director immediately. We will remain with your child until you can arrange pick-up and care for your child.

If there is an emergency at church, your child's safety will be our primary concern. If we are in a lock-down mode due to urgent conditions, your pick up time may be delayed. Please be patient. We are following policy to protect our children and workers. In the event of inclement weather or emergency, please take shelter. Your safety is important to us as well. Please trust our staff in these situations to execute the appropriate plan of action to provide safety for all concerned.





*“Behold, children are a gift from the Lord.”
Psalm 127: 3*



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