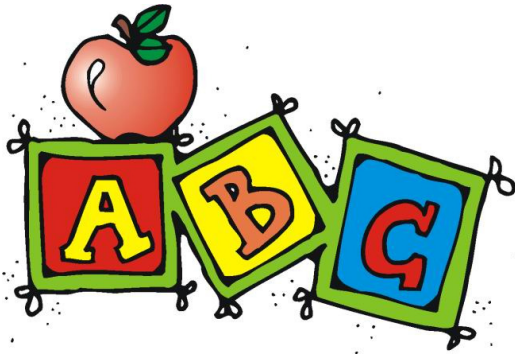


PARENT'S DAY OUT



First
Baptist Church
of Shawnee

www.fbcshawnee.com

fbcpdo@gmail.com

(913) 268 - 6500

Parent's DAY OUT HANDBOOK

Please keep this handbook in a place where you know where it is throughout the school year. You will want to refer to it from time to time.

Enrollment Requirements

Each child must have an enrollment form and a medical release form completed and on file by the child's first day of attendance. Parents are responsible for ensuring the information is kept current. Please inform the director of any updates you may have. Please submit our enrollment form, along with our annual enrollment/material fee (non-refundable, one per family) to hold your child's place in the program.

Sessions

Our school-year program is on Thursdays from 9am-2pm. Classes begin the Thursday after Labor Day and end the Thursday before Memorial Day. We will be closed for Thanksgiving, Christmas, and Spring Break. Summer program availability will be based on demand and staff availability, to be determined by May 15th.

First Days

Join us in making your child's first days of school a happy occasion. The newness of school can make children apprehensive, but please say good-bye quickly. Having a parent linger usually makes the situation worse. When the parent/guardian leaves, so do the tears. Our staff will never let a child cry for a lengthy amount of time. If we can't engage the child in class activities, a parent will be called. You can trust in our staff to handle separations appropriately.

Classroom Information

Daily activities will include free play, art, music and movement, outdoor/indoor play, snack, story time, lunch and rest time. Each classroom has a teacher and at least one helper. In the event that one of our teachers or helpers is absent, a reliable substitute or the director will fill in.

Tuition

Tuition is paid at the first of every month. There will be a designated envelope at the check-in area to collect checks. Checks can be made payable to FBC Shawnee. If you have cash, please give it directly to a teacher or the director so we can issue you a receipt. Check the church website, www.fbcshawnee.com/give for online paying options.

There will be no make-up days or refunds for days missed due to sickness or weather conditions. In the case of inclement weather we will follow the Shawnee Mission School District calendar.

For families with multiple children enrolled, there will be a discount. There is also a discount available if your family would prefer to pay by semester. Please contact the director for details.

What to bring each time

Each day that your child attends, he/she will need to bring the following items, clearly labeled with their full name:

- 1) A sack lunch. Please provide a cold pack when necessary. We will provide water at lunch and snack time. You may pack any beverage for lunch.
- 2) A school bag or diaper bag to carry items to and from home.
- 3) A complete change of clothes, including socks, and underwear/diapers/pull-ups
- 4) A light jacket and/or sweater.
- 5) items to be comfortable at rest time, such as a blanket & pillow, favorite stuffie, etc.

Please have every item clearly labeled with your child's full name.

Withdrawal from the program

If you need to withdraw your child from school, two weeks notice to the director is appreciated.

Outdoor/Indoor Playground

Weather permitting, we will play outdoors. Children will have the opportunity to play inside in the church gym if we cannot go outside. Additionally, children will be brought indoors if we have lightning, rain or hail, dangerously high winds, or a heat index. Please have your children wear socks and tennis shoes to school. If you want your child to wear sunscreen, please provide that in their bags and let your request be known to the teacher or make a note on the sign-in sheet.

Toys

We provide the children with safe and age appropriate toys for play and learning. Please do not bring toys from home your child would be unwilling to share. The school will not be responsible for replacing toys, money, books, or other valuables brought from home.

Rest Time

Children are encouraged to lie down for a quiet time. Younger children will have the opportunity to sleep in a crib. Blankets, pillows, stuffed animals, pacifiers, or other security items are welcome in the classroom and reserved for rest time. They must be clearly labeled with your child's full name so we can easily identify the rightful owner. Lullabies, classical music, or a quiet time video may be played to create a calm and peaceful environment.

Birthdays

Birthdays are so exciting for young children and we will be glad to celebrate your child's birthday. Please notify the classroom teacher if you want to bring a special treat.

Absences

The school should be notified of all planned or unplanned absences of your child. Please call the school (913-268-6500) by 9:15 a.m. if your child will be absent so our staff will not be concerned.

Accidents

If a child is involved in any kind of minor accident at school, the child will be comforted, first-aid will be administered by staff, and a written accident report will come home in the child's bag. In the event of any serious injury, the parent/guardian will be called.

Clothing

Children should come to school dressed in play clothes that are comfortable, washable, and that allows them to easily manage their own bathroom needs. Wearing clothing they can maneuver themselves fosters self-confidence. He/she will be involved in active play and fun and they will sometimes be messy. Please understand that the clothing they wear may get paint or other items that may produce stains on them, so please dress them accordingly. Every child should bring a complete change of clothing in their school bag each week.

Discipline

It is the belief of the staff that most behavior problems can be avoided if children are engaged in age appropriate activities. Our goal is to promote self-esteem and to teach children the skills they need to develop self-control. We believe that many potential situations can be avoided by adapting the environment/task or re-directing a child to another activity.

If a child becomes overwhelmed with a situation, a staff member will gently take the child aside and help him/her gain control. If the same situation continues to happen, the parent will be notified so that we can work together to help the child be successful. When a child is using behaviors that infringe upon the rights of others to learn in a safe and nurturing environment, we will work with both the child and the parents in resolving the situation. Discipline that is humiliating, frightening, or physically harmful is not allowed in our program.

Unpleasant, as well as happy experiences at home can affect a child's behavior at school. Please let your child's teacher know if a change in routine or unusual events or circumstances are present at home. Such discussions are very helpful to teachers so they can offer the appropriate support, empathy, and understanding your child needs.

Arrival Time and Pick Up

The doors to the classrooms will open at 8:55 a.m. The teachers will be ready for your child at this time. Please wait in the hallway if you arrive earlier.

Picking your child up promptly is reassuring for him/her. At twenty minutes after the designated dismissal time according to the classroom clock, the director may assess a late fee fine of \$5. If you are caught in a situation that causes you to be late, please call the church so we can assure your child and plan accordingly. It is a good idea to keep the phone number with you at all times. The churches phone number is 913-268-6500.

There is a sign-in/sign-out sheet on the counter in the preschool foyer. Please use it to make sure we have accurate contact and attendance information.

Health

Keeping your child healthy is important to us. Washing hands is incorporated throughout our school day. The State of Kansas Health Department states that a child must not come to school if they are exhibiting any of the following symptoms:

1. an elevated temperature
2. a sore throat
3. eyes that are red, inflamed, or have any discharge
4. any nausea, vomiting, diarrhea
5. have swollen glands
6. a severe cold or constant sneezing a persistent cough

7. any heavy nasal discharge
8. an earache
9. a skin rash

Children with fever, abnormal stools, or vomiting may not return to school for 24 hours after their symptoms have subsided (unaided). If your child is diagnosed with a communicable disease, please contact the director as soon as possible. If the child is in school during a contagious period, parents of the other children who may have been exposed will be notified.

If your child develops a fever of 100 degrees or more, an unexplained rash, or other symptoms of illness while at school, the parent/guardian will be called and required to pick up the child immediately. We do not have a place or the provisions to care for sick children. It is the responsibility to each parent to make sure someone is available at all times to pick up your child in the event of an accident or illness.

Learning Space

The teachers have multiple classrooms, a playground, a garden area, and gym available for their use. We will utilize this available space for setting up various activities.

Thank you for your involvement in PDO!