



TRINITY BIBLE CHURCH

PARENT'S DAY OUT

PARENT HANDBOOK

Table of Contents

Welcome	3
General Program Details	3
Statement of Faith	4
Mission Statement	4
Philosophy	4
Goals	4
Curriculum	4
Daily Schedule	4
Holidays and Closures	5
Pre-enrollment and Registration Information	5
Class Placement	5
Child-to-Teacher Ratios	5
Child File Information	5
Eligibility for Enrollment	6
Reenrollment	6
Check-in/Check-out Procedures	6
Saying Goodbye to Your Child	7
Feeding Schedules, Lunch, and Snacks	7
Potty Training	7
Naps	7
Toys and Personal Items	7
Discipline	7
Dress Code	8
Attendance	8
Dismissal	8
Payment Procedures	9
Medical/Emergency Information	9
Bad Weather and Emergency Procedures	11
Parent Communication	11
Parent Involvement	11
Miscellaneous	12
What to Bring/What not to Bring	13

Welcome to Trinity Bible Church's Parent's Day Out program! I am so glad that you are part of our family and I pray that the Lord blesses your time here. This handbook is for you to keep and use as a reference. Please keep in a place that you can refer to it if you have a question. You are encouraged to bring any questions or problems to me as soon as possible. Clear communication is one of the keys to a successful early education program. This handbook contains specific information and requirements set forth by Trinity Bible Church Parent's Day Out. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. I and our teachers will work hard to make sure that your child's day runs as smoothly as possible and that their time spent here is worthwhile and enjoyable. I ask that you pray daily for the staff, the families we serve, and our students.

-Melanie Athey

General Program Details

Days of operation:	Tuesday/Thursday
Months of operation:	September-May
Hours of operation:	9:00 a.m.-2:00 p.m.
Program office hours:	9:00 a.m.-5:00 p.m. (Monday-Thursday)
Program address:	4936 E. Interstate 20 Service Rd. Willow Park, TX 76087
Program phone number:	(817) 441-7477

Statement of Faith

Our Statement of Faith is available at www.trinitybible.com.

Our Mission Statement: Trinity Bible Church Parent's Day Out program is designed to promote the development of the total individual by helping each child develop skills in the spiritual, emotional, social, creative, cognitive, and physical areas.

Our Philosophy: We believe in providing a happy, positive environment for each student to learn and thrive. This goal is accomplished through a well-balanced program that includes both teacher-directed and self-selected activities, quiet as well as active experiences, and the recognition that learning occurs in both formal and informal ways.

Our Goals:

1. To help the child develop confidence in his or her ability to achieve goals through independent effort.
2. To help the child develop the social skills needed to be successful in interpersonal relationships. This includes the ability to function successfully in peer groups.
3. To develop the child's aesthetic sensibilities and horizons through artistic, academic, and intellectual experiences.
4. To facilitate the child's physical skills through provisions of large and fine-motor activities.
5. To provide a program that is fun for children.

Curriculum

Trinity Bible Church Parent's Day Out uses the WEE Learn curriculum published by Lifeway Christian Resources. This curriculum is structured for ages infants through five years. The PDO staff create classroom learning environments appropriate to the developmental needs of the various age groups and provide for the needs of individual children as appropriate. Students have the opportunity to use a variety of materials and participate in activities designed to stimulate cognitive, social, emotional, physical and creative development. Classes are planned on a flexible thematic basis, and include hands-on activities and projects integrating traditional disciplines such as math, science, social studies, music, art, and language arts. Emphasis is placed on the process and the actual experience of an activity, rather than the final product.

Daily Schedule

Tentative Daily Schedule for 2-year-olds through 5-year-olds: (Infant/Toddler schedules will be flexible)

Early Drop-off	8:30-8:50
Drop-off	8:50—9:00
Class Time/Playground/Computer/Music	9:15-11:45
Lunch	11:45-12:45
Naptime	12:45-1:45
Pick-up	2:00—2:10
Late pick-up	2:10-2:30

Holidays and Closures

We will observe the same holiday schedule as Trinity Christian Academy (private school on campus). School calendars will be available for parent reference. We will follow the same inclement weather closure schedule as Trinity Christian Academy. For inclement weather closures or delays, please watch TV or listen to radio for Trinity Christian Academy or call (817) 798-5563.

Pre-enrollment and Registration Information

All pre-enrollment, registration, and tuition information can be found online at www.trinitybible.com.

Class Placement

Children 2 years and up will be placed in the class appropriate for their age as of September 1st of the enrollment year. Infants and toddlers may be promoted according to developmental progress and birthday if there is available space in the appropriate class.

Child-to-Teacher Ratios

Infants	6/2
Toddlers	10/2
2's	12/2
3's	12/2
4's/5's	12/2

Child File Information

The following information will be required to have in your child's file. It is necessary to have this information updated on an annual basis.

Health Status

A dated, written statement about the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Current Immunization Record

Trinity Bible Church PDO recognizes the physical as well as spiritual reasons why parents sometimes choose not to immunize their child. Therefore, it is encouraged, but not required, that your child have current immunizations. If you have chosen not to immunize your child, please contact the PDO Coordinator. If you have current immunization records, please provide a copy for your child's file.

Emergency Form

The parents' (guardians') home and work emergency contact information, the child's known allergies to foods or medications, a release permitting emergency medical treatment, and a release for field trips shall be obtained at the time of admission or within 30 days after admission.

Authorization for Pickup

Information giving permission for persons other than the parents to pick up the child from the early education center. Any person other than the child's parent will be asked to show identification. It is a good practice for the parent to notify the staff or director when other persons are picking up the child on a given day. In emergency situations, parents sometimes need other persons not on the "Authorized for Pickup" form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child.

Handbook Verification

A parent/guardian-signed verification that the parent has received, read, and agrees to abide by the policies and practices in the *Parent Handbook* is kept in the child's file. This information shall be obtained at the time of admission or within 30 days after admission.

Photo Release

A parent/guardian-signed consent for your child to be photographed shall be in the child's file.

Video Release

A parent/guardian-signed consent for each child to watch center-approved videos shall be in the child's file.

Eligibility for Enrollment

Our Parent's Day Out program is operated for children 6 weeks to 5 years (class placement will be determined by your child's age as of September 1st of the enrollment year). Your child can enroll in PDO as long as there is a slot available and policy requirements are met. All children must enroll for the full two-day program.

Reenrollment

Held during the month of March at Trinity Bible Church Parent's Day Out. During this month you will have an opportunity to enroll your child in a class for the following school year.

Check-in/Check-out Procedures

Each child must be checked in and out by an adult. Check-in computers are located in the Nursery/Preschool hallway. Children will not be allowed in the classroom until they have been checked in and have their name-tags on. When a child is checked in, the computer will print the child's nametag along with a three-character pickup tag for the parent which corresponds with the three-characters printed on the child's nametag. Children will not be released unless the three-character tag or a form of I.D. is presented at the time of pickup.

Saying Goodbye to Your Child

It is normal for your child to cry when you leave them. A hug, kiss and letting them know you will be coming back helps children cope with departing. Please let your child walk into their classroom if they are walking. Please do not enter the classroom with your child as this makes the separation more difficult.

Feeding Schedules, Lunch, and Snacks

For infants, parents are required to provide bottles, formula, baby food, bibs, and feeding utensils. Parents must also provide a feeding schedule for each infant enrolled in our program. Refrigeration is not available, so please pack bottles and other items needing to be refrigerated in a lunch box with a cold pack. Bottle warmers will be available in the infant room.

Lunch time will be scheduled for two years and up for 11:45 a.m. each day. Parents will be required to provide lunch, a drink, and one snack for their child. Manageable finger foods are strongly encouraged. If your child has a food item that is not finger food, please send eating utensils. Heating and refrigeration is not available. Please do not send items that need to be heated. If items need to be refrigerated, please send them in a lunch box with a cold pack.

Potty Training

We require that all children be fully potty trained upon entering the 3 year old class.

Naps

Naptime for infants will not be scheduled. Parents must provide a sleeping schedule.

Naptime for toddlers will not be scheduled. Parents must provide a sleeping schedule with the understanding that steps may be taken to get children on a similar schedule.

For 2 years and older, naptime is scheduled after lunch. Please provide a nap mat (blanket and pillow attached) for your child as well as any sleep aids needed (special animal, blanket, etc.) Soft, quiet items only!!

Toys and Personal Items

Please do not allow your child to bring toys or personal items to school unless approved by the center or used for nap/rest time. Diapers, pull-ups, wipes, bottles, food, etc., will need to be brought according to what is appropriate for your child's needs. A change of clothes needs to be brought daily for each child. We do not have room to store clothes for each child, but accidents do happen, so please be prepared! Please put your child's name on everything they bring to PDO. **Please remember that PDO is not responsible for lost items if items are not properly labeled.**

Discipline

Trinity Bible Church PDO program will not administer physical punishment to any child. We believe in posi-

tive reinforcement and redirection. Children will be praised for acceptable behavior and are encouraged to stop, think about and correct unpleasant behavior. Disciplinary measures will be age appropriate and handled with discretion. In most cases, steps will be taken by the classroom teacher to correct any behavioral problems. Children are expected to obey and follow classroom rules and directions from their teacher.

Disciplinary steps:

1. Redirection by the teacher
2. Warning given
3. Removal from group activity/"Chill Out Time" (in the classroom)
4. Child sent to the PDO Coordinator
5. Phone call to parent/guardian to pick up child for that day
6. Extreme cases of noncompliance, removal of child from PDO program

Dress Code

It is required that children be fully dressed upon arrival at the center. This includes undergarments, clothing tops, clothing bottoms, and shoes. If your child is not fully dressed upon arrival, we will ask that you finish dressing your child in the bathroom before they will be admitted to their classroom.

Please dress your child comfortably for play time and outdoor play. This includes coats for winter season for all children. During the hotter months, we do prefer that your children wear tennis shoes instead of sandals. Tennis shoes are more comfortable for children during active and outdoor play. This also prevents grass and other objects from getting caught in sandals.

If your child is wearing a dress, it is requested that shorts be provided in her bag or that she wear shorts under her dress to help ensure modesty.

Clothing should also be easily accessible for your child during bathroom times.

Attendance

Trinity Bible Church Parent's Day Out program follows the school calendar of Trinity Christian Academy (our private school on campus). All holidays and scheduled days off will be in correlation with their school calendar. We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend the center or will be late, please notify the office as soon as possible. Your child may be dropped off at any time during the day and will not be counted absent.

Dismissal

The parent/guardian is to make sure all of their fees to PDO are paid in full (See Tuition Policy).

If the child becomes a discipline concern (biting, kicking, crying excessively, etc.) the parent will be notified. If the parent and the director are unable to correct the problem, the child will be dismissed from the program. PDO wants this to be the last result to solving a discipline concern. Please keep consistent communication

with the director and teachers and work cooperatively to find ways to address the particular behavior. If a child is dismissed, reentry into our program, upon approval of the director, can be considered at a later time.

Payment Procedures

Tuition Policy

It is the policy of Trinity Bible Church Parent's Day Out that all tuition be paid on or before the 1st of the month to avoid a \$10 late fee. If an account becomes 30 days past due, the family has 10 days to pay the account balance. Failure to do so will result in the child's being withdrawn from the school until the account is current. You may choose to make monthly payments or pay for the entire year up front. Full tuition is due even if we are closed for holidays or bad weather. A holiday schedule will be available. No credits will be issued for days missed.

Returned Check Fee

There is a \$5.00 charge for each check that is returned due to non-sufficient funds. Cash or money order will need to be submitted in the amount of the check along with the \$5.00 charge to replace each non-sufficient check.

Withdrawal Notice

A two-week advance written notice is required to withdraw a child from the center or program.

Early Drop-off/Late pickup

We will have early drop-off available from 8:30-8:50 a.m. and late pickup available from 2:10-2:30 p.m. The fee to utilize early drop-off or late pickup or both is \$5 per day per child. Parents who will be utilizing these services on a recurring basis must register their child by contacting the Parent's Day Out Coordinator. Parents who need to utilize these services at various times may drop their child off and pay the fee at the door. All parents who arrive before 8:50 a.m. or after 2:10 p.m. will be charged the early drop-off/late pickup fee.

Medical/Emergency Information

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend due to illness, please notify the center as soon as possible. If your child is absent because of illness with a communicable disease, please notify the center as soon as possible. We are required to notify all parents of communicable diseases.

Sick children

Children will be evaluated and observed throughout the day for common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted or will be separated from the other children until parent or guardian can pick the child up.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by the center. For any infection disease, we ask that you seek your physician's advice and always notify us of the dis-

ease.

If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms within 24 hours before attending school, he/she must be kept at home:

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Child not feeling well, such as lethargic behavior and/or crying

The child may return to the center after illness when one of the following happens:

- Fever has broken for 24 hours
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

Medication

Without a written prescription from a physician, the center will not administer over-the-counter medications to the child, including cough syrup, aspirin, and allergy medications. All prescribed medications must be in their original containers, and parents or guardians must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered. Special medical procedures, shall be given or applied only when the child's parents or guardians has provided a written order or a prescription from a physician.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical portion of your child's registration form. Information about children with allergies will be posted in all classrooms.

Accidents

All teachers are CPR/First Aid certified. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent,, guardian, or emergency contact person will be called. All accidents are recorded on an incident report

form that requires the signature of the teacher and director.

Bad Weather and Emergency Procedures

Trinity Bible Church Parent's Day Out program follows the same schedule as Trinity Christian Academy (the private school on campus). If TCA is closed due to severe or inclement weather, our program will also be closed.

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside the classrooms.

Tornadoes

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety procedures.

Fires

In the event of a fire, students will be evacuated according to plan. These plans are posted in each classroom and the Nursery/Preschool hallway.

Parent Communication

We want to do our best to keep all our families informed about what is happening here at Trinity Bible Church Parent's Day Out. Parents need to be aware of several very important forms of communication that we use.

Parent/Teacher Conferences

The teachers and the director are available throughout the year for individual conferences with parents. Conferences may be scheduled by the director, teachers, or parents.

Monthly Classroom Newsletter

The teachers will send home a monthly newsletter containing specific class information. Times of distribution are at the discretion of the teachers.

Message Boards

Bulletin boards are mounted in the Nursery/Preschool hallway of Trinity Bible Church and will post a variety of items such as class newsletters, important forms, pictures, scheduled events, etc.

Parent Involvement

We welcome parent involvement in our PDO classrooms, and we feel that parent involvement benefits not only the center but the parent and child as well. Parents are encouraged to participate as classroom helpers on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. All parent volunteers must check in with the PDO Coordinator when they come to work in the classroom. A Parent Volunteer Opportunities form will be available.

Miscellaneous

Holiday and Birthday Parties

Trinity Bible Church PDO loves to celebrate holidays and birthdays. Information will be given to parents when a holiday party is planned. Holidays celebrated are Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are encouraged to come and participate.

We highly encourage children's birthdays to be celebrated at PDO. Please let your child's teacher know in advance so they can set up a good time to celebrate your child's special day. Parents/guardians may provide cupcakes or other simple refreshments for this special occasion. Please see your child's teacher for any food allergies. Please do not bring gifts.

Theme Days

Throughout the school year, we will have a theme day. Examples of this include circus, cowboy/cowgirl, beach/water, etc. Parents will be notified of these events in advance via the school calendar and monthly newsletters.

School Visitors

Parents and family are encouraged to visit the school at any time. When you visit the center for any reason, please sign in on the guest register located at the visitor check-in computers. Relatives and friends who wish to visit the center must be accompanied by a parent or child's legal guardian. If they are not accompanied by a parent or child's legal guardian, they will not be admitted as a visitor to the center.

Solicitation

The center may not be used as a setting for solicitation.

Gum/Candy

Please do not allow your child to bring candy or gum to school at any time.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand-washing before meals and after toilet use. Disposable paper towels are used for drying hands.

Child Abuse

The staff of Trinity Bible Church Parent's Day Out are required by Texas state law to report any suspicion of child abuse.

What to Bring

All items must be clearly labeled!!!!

- Lunch and snack—every child needs to bring a lunch and one snack for the day. Please send manageable finger foods and/or baby foods for infants. Heating and refrigeration is not available. Bottle warmers will be available for infants.
- Change of clothes—this is required for all ages, including those who are potty trained. Please send weather-appropriate clothing.
- Nap mat—please send a cloth rest mat (with blanket and pillow attached) for each child ages 2 and older. Nap mats will be kept at the center throughout the week and sent home on Thursdays to be washed and returned the following Tuesday.
- Personal needs items—such as disposable diapers, diaper wipes, formula, pacifiers, plastic bottles and sip cups.

*Please dress your child for active play. We often play outside and your child will need appropriate outerwear and sturdy shoes.

What NOT to Bring

- Candy or soft drinks
- Items that need to be heated or refrigerated
- Personal toys—unless they are used for nap/rest time
- Birthday gifts