

Parent-Center Agreement 2010-2011



1101 South Flagler Drive
West Palm Beach, FL 33401

Phone: 561.671.5795

Fax: 561.671.5792

FBC Switchboard 561.650.7400 ext.7444



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Introduction

Mission Statement

We exist to form a partnership with parents to provide a strong spiritual foundation to preschoolers in a loving, nurturing, Christ-centered environment of discovery and learning.

Philosophy

First Baptist Christian Child Development Center (CDC) is a ministry of the First Baptist Church of West Palm Beach. We share a common philosophy based upon an understanding of the needs of children. Preschool children learn best through play and discovery. As preschoolers pass through stages of development, which occur in a predictable sequence, we believe it is our responsibility to recognize these stages and to plan experiences that will nurture and facilitate maximum growth. These experiences are designed to meet the needs of the total child, thoroughly promoting intellectual, social, emotional, physical and spiritual growth.

Parent-Center Agreement

These are the conditions of agreement between the Parents and/or Guardians and the Child Development Center of the First Baptist Church of West Palm Beach written for the purpose of clarifying the policies of the Child Development Center and the responsibilities of the Center and Parent and/or Guardian toward the child. The signature of both parties in the appropriate space on the Registration Form indicate that the following conditions involved in the care of your child are understood and agreed upon between the Child Development Center and Parent and/or Guardian of the child.

Non-Discrimination Statement

The First Baptist Christian Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration policies.

1. Hours of Operation

Regular School Day	Earlycare (Preschool Hallway Only)	Aftercare
9:00am – 3:00pm	8:00am – 9:00am	3:00pm – 6:00pm

- 1.1 Pre-school programs run year round with 5 day (M-F), 3 day (M,W,F), or 2 day (T,Th) options. Our 2 and 3 day programs offer the same quality educational experiences as our 5 day program. The 2 and 3 day participants will not receive the full extent of the designed 5 day curriculum program because the CDC cannot offer instruction time missed by those children registered in the 2 or 3 day programs.
- 1.2 The CDC usually adopts the Palm Beach County Public School Systems Major Holiday, Christmas and Spring Break closings. Please refer to www.PreschoolWestPalm.com, or the school calendar for month-to-month schedule of days. The calendar may be changed as needed.
- 1.3 Drop off time for earlycare is **8:00 a.m.** Drop off time for the regular school day is no earlier than **8:55 a.m.** Parents may not linger in the classroom; drop off is at the door. This is for safety and security.
- 1.4 Children should remain in class at least until lunchtime in order to receive the full benefits of the designed curriculum. Children who arrive after **9:15 a.m.** will not receive the full benefit of the designed curriculum. (Schedules vary; please see your child's teacher).
- 1.5 Parents may not bring a child who has not eaten lunch after the class's scheduled lunchtime. (Schedules vary; please see your child's teacher). Children may not enter the classroom once naptime has begun.
- 1.6 Children not enrolled in aftercare are to be picked up no later than **3:00 p.m.** Please wait at the door; do not disrupt the other children by entering the room. Parents picking up children after **3:05 p.m.** will be required to pay an over-time charge of **\$3.00** per minute. This is strictly enforced. These same rules apply to parents of children participating in our aftercare program. Aftercare ends promptly at **6:00 p.m.** Parents picking up children after **6:00 p.m.** will be required to pay an over-time charge of **\$3.00** per minute. This is strictly enforced. Continued **violation** of this agreement could lead to **expulsion** from the program.

2. Curriculum

- 2.1 We offer an enriched learning environment for infants, toddlers, and preschoolers with developmentally appropriate curriculum for ages six weeks old to Pre-Kindergarten. Our curriculum is a comprehensive curriculum utilizing multiple sources: *ACSI, The Creative Curriculum, Hands on Bible Curriculum, High Reach Learning and A Beka.*
- 2.2 Our qualified staff provides a caring and nurturing atmosphere with two teachers in each classroom. The Lead Teacher and the Assistant Teacher work together with

parents to develop a unique network of support in understanding and meeting the distinctive needs of each child.

- 2.3** Each preschool classroom includes the following centers: art, blocks, dramatic play, manipulatives, library, and science and discovery. Our facility has three different developmentally appropriate playgrounds, one for infants and toddlers, one for two year olds, and one for three year olds and Pre-K.

The Hands On Bible Curriculum

This curriculum is designed for toddlers, twos, and threes. One-point Bible learning helps children remember Bible truths and apply them to their lives. This engaging and hands-on approach helps kids explore life issues and then apply the truths to their lives.

ACSI Bible Curriculum

This curriculum is designed for the Pre-Kindergarten ages. The goal of this series is to help Christian school teachers lead their students into a greater understanding of God and His plan for their lives by ensuring a balance of Bible content and life application instruction.

A Beka Books

The A Beka Book approach to Christian education keeps learning lively, interesting, and memorable. The materials reflect sensible theory that is firmly anchored to practicality. A Beka Book materials have been developed as a result of 50 years of actual classroom experience in Pensacola Christian Academy, one of America's largest and most respected Christian day schools.

HighReach Learning

HighReach Learning's ultimate goal is for children to become competent, eager learners with a focus on having all the necessary tools for school. All Learning experiences include meaningful concepts, and are play-based and involve hands-on adventures and assisted discovery.

The Creative Curriculum

See figure 1.1 located on page 6.

For more information please visit the following websites:

www.acsi.org

www.abeka.com

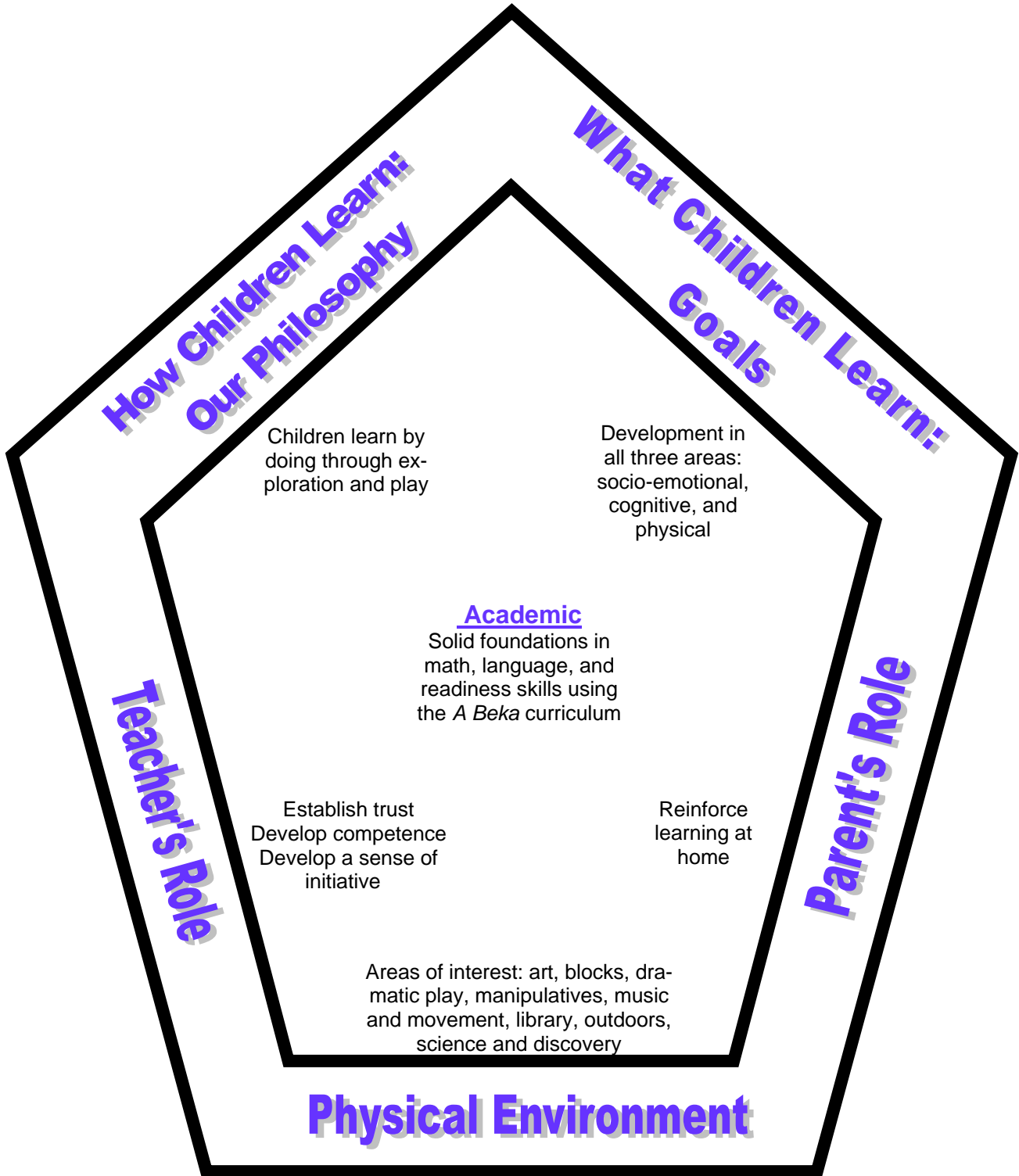
www.handsonbible.com

www.highreach.com

www.teachingstrageties.com

The Creative Curriculum Framework

Figure 1.1



3. Health and Safety

These requirements are for your child's safety and comfort as well as the other children enrolled in the Center.

The parent / guardian agree to the following:

- 3.1 The parent / guardian will be required to come get a child should symptoms of illness occur during the day. Parents **must** respond immediately . If a child is left in our care for one hour from the time the parent is contacted, a fee for sick child care at the rate of **\$15.00** per every additional half hour will be charged. (*The CDC does not have a nurse on staff; therefore we cannot provide care for a sick child*)
- 3.2 Children who have shown any signs of illness within the previous **24 hour** period cannot be accepted in the preschool room. These include a fever of 99.9 or above, acute cold, heavy nasal discharge, eye discharge, constant cough, unexplained rash, vomiting or diarrhea.
- 3.3 Parents are required to notify the CDC office and/or teacher whenever a child has been exposed to a contagious disease. If your child has had a contagious illness, a statement from your child's doctor must be submitted saying that the child is no longer contagious and may safely participate in activities at the CDC again.
- 3.4 If during the course of the day your child is sent home with any of the above mentioned symptoms, then the child may not return to school until they are symptom free for a period no less than **24 hours**. (Meaning the child may not attend school the following day.)
- 3.5 In case of illness or accident, when a parent/guardian or persons listed as emergency contacts cannot be reached by the CDC and, in the judgment of the CDC, the illness or accident requires a physician/emergency medical technician, the physician indicated on the child's registration form or 911 may be called at the parent's expense.
- 3.6 **Teachers will not** administer medications to any child. No medication may be sent to school in lunch boxes, back packs, sippy cups or bottles, etc. If a child is on medication, either patented or prescribed, the child should remain at home.
- 3.7 In rare cases of extended non-contagious illness or allergy, necessary medications for your child can **only** be administered by the **CDC office**. A clear, precise, and typed label from the pharmacy, including the doctor's name, phone number, and dosage amount, must be affixed to the medication bottle. The medication, along with any measuring devices must be brought to the CDC office and signed into the Medicine Log. No non-prescription medications will be administered.
- 3.8 In all emergencies, the CDC has permission to take such reasonable measures as are, in the judgment of the teacher or administrative staff, necessary for the welfare and safety of the child.
- 3.9 Liability for the acts of a child or any accidents that occur while in the care of the CDC is the parent's responsibility and not that of the CDC.

- 3.10** All immunization and Physical Examination records must be on the appropriate Florida Department of Health forms. The school registration form must be signed and notarized, the insurance form signed, and the *Know Your Child's Care Facility* form signed for the child to attend. If any of these forms are missing, then the child cannot attend.
- 3.11** All children starting the program after the first day of school must submit the completed registration packet no less than one business day before the child may attend thus allowing the office and teachers to prepare for the new student.
- 3.12** The CDC has the right to decline admission to any child who is not current with state required immunizations. This includes any record of exemption whether religious or medical.
- 3.13** Naps are a **mandatory** part of the preschool day based on the rules and regulations governing Palm Beach County. Therefore, all children will be required to rest during the school day for a period of time deemed reasonable for the age of the child. If a child continually causes a disturbance during naptime, the child **must be** picked up before the scheduled naptime. No child will be admitted to class once naptime has started. **No stuffed animals or pillows** may be brought to school per Health Department Regulations.
- 3.14** The parent understands that there is **one main doorway** provided for entrance and exit from the center. All other doors will remain locked and **not be used** for entrance or exit.
- 3.15** Palm Beach County regulations require parents to sign their child in and out each day using first and last names. Names **must** be legible. Sign in/out sheets will be provided at the classroom doorway for this purpose. Only authorized adults may write on the sign-in/sign-out sheets. These are legal documents recording whom each child has been released from and released to. Please **do not** allow your child to write or draw on these sheets.
- 3.16** The CDC will not release a child to any person under the age of **18**. Only authorized adults will be permitted to pick up children from the program. No one other than the authorized parent/guardian may pick up the child unless the CDC office has been informed in writing including the persons name, relationship, contact phone number and photo ID.
- 3.17** The parent agrees **not to park** in the lanes designated as “**Fire Lanes**” in front of the CDC next to the yellow curb. This is for the safety of the children. Parking is limited to the **spaces clearly marked**. Illegally parking in said lanes may result in a fine; if a fine should occur, it must be reconciled before your child may return to class.
- 3.18** To maintain sanitary classroom conditions, children attending the 3-year old program and older **must** be completely **100% potty-trained**. This means;
- * Able to indicate to an adult the need to go potty and/or should respond when asked to use the bathroom
 - * Able to effectively pull down their own clothes and undergarments and then pull them up again after they have gone to the bathroom.
 - * Capable in assisting with the changing of their clothes if a potty accident should occur, which from time to time may happen while napping.

3.19 The parent agrees that potty-training is primarily the parents' responsibility. The CDC will come alongside to partner with the parent by introducing the potty-training process in the toddler program. When the child enters the 2-year-old classroom environment the CDC will continue to support you the parent as this becomes a part of your child's daily routine.

The CDC agrees to the following:

3.20 The CDC will exercise reasonable care and judgment in all matters related to the welfare and safety of the child.

3.21 In case of accident or illness to the child, the teacher and administrative staff will promptly take any necessary and practical measures, which in the judgment of the CDC, will be in the best interest of the child. The CDC will notify the parents as soon as possible if these instances occur.

3.22 Reports are provided in the event of an accident or injury occurring while in the CDC preschool environment.

3.23 The CDC will give written notice in the event of specific contagious diseases within your child's class.

3.24 The CDC will provide a daily snack. The monthly snack schedule will be posted on the parent information board outside of each classroom.

3.25 The CDC will not release the child to anyone other than the parent/guardian unless there is written permission from the parent/guardian.

3.26 The CDC reserves the right to require photo identification from any persons attempting to pick up a child from the CDC.

3.27 The CDC cannot store car seats or strollers for anyone. Such items must be removed from the CDC after the child is dropped off.

3.28 The CDC does not allow CDC employees to baby-sit CDC students. At no time may a CDC employee sign out and/or remove a CDC student other than their own child from the school. Neither can a CDC employee bring and/or sign in another CDC student other than their own child.

3.29 The CDC conducts monthly fire drills during which classrooms will evacuate to a designated meeting area. Attendance will be taken before the all clear is issued by the director. Emergency evacuation routes are posted conspicuously throughout our facility.

3.30 The CDC follows the Palm Beach County School System's inclement weather safety procedures. If radio and television broadcasts announce that Palm Beach County Schools are closing due to severe weather, then this announcement also applies to the CDC. The CDC reserves the right to make its own scheduling decisions within reasonable safety boundaries and local authority approval. (e.g., if Palm Beach County Schools are closed due to the aftermath of a hurricane but the CDC is able to reopen sooner, your child's teacher will call with the date and time of the CDC's reopening.)

4. Food

- 4.1 Children must bring their own healthy lunch and drink from home, no sodas. Please, no glass containers or food that requires heating, chopping, or refrigeration of any kind (with the exception of baby food and formula). Nutritious foods in the lunchbox will be served before treats.
- 4.2 Due to Health Department regulations, we are unable to pour or distribute drinks from any open container. Drinks must be provided from home in a closed container. (i.e. non-glass bottles, sippy cups, juice boxes, etc.)
- 4.3 During school-sponsored parties, parents may participate if arrangements have been made and planned ahead of time with the teacher. Parents may bring food that has been prepared by a restaurant, bakery, deli or food items that have been factory manufactured and requiring no preparation. No home-made or prepared foods of any kind will be served to the children.

5. Discipline Policy

The parent agrees to the following:

- 5.1 **Biting** is taken seriously, but with an understanding that it is not unusual for some young preschoolers to communicate with this type of behavior. Teachers/staff take each incident on a case by case basis and look for a cause and affect for biting behaviors. If history indicates the biting behavior of the child is more than just an isolated incident, then the parent/guardian will be asked to assist in finding effective ways to prevent such actions. That being said, **Biting Policy:** Children, who bite other children and/or adult(s), on a persistent basis while in a preschool session, will be asked to stay home for one class day. Some instances may require the parent come during the day to remove the child from the classroom. Additional biting incidents could require a one-week leave followed by a one-month leave should additional incidents occur. Children who continue to bite will be asked to leave the program until such time as the behavior is under control. The child's return will be at the discretion of the Director.

The center agrees to the following:

- 5.2 We, at the CDC, take a positive approach to discipline by emphasizing what is right and what is acceptable behavior according to the Biblical example. Unacceptable behavior is dealt with in a calm, confident manner that does not disturb the total class or call unnecessary and undesirable attention to the child who has misbehaved.
- 5.3 The staff does not use corporal punishment. Parents are contacted when unacceptable behavior so warrants. In some cases the parent may be asked to participate in a parent/teacher/director conference to develop a plan of action, and/or take the child home for the day.

5.4 The CDC Administration reserves the right of dismissing any child if after entering he/she seems unable to cooperate in the classroom environment.

6. Financial Policy

*The CDC is a ministry of the First Baptist Church of West Palm Beach and is in part financially supported by the church. **Since the operating costs of the CDC are based on an estimated enrollment, all students are granted admission with the understanding that they are to remain the entire 12 month school year. Should the student withdraw, be expelled, or for any reason fail to continue in attendance, tuition due the CDC will be determined as follows:***

- 6.1 Should a student who is registered for the upcoming year withdraw before the first day of class, all tuition payments made to date will be refunded. **Registration fees are non-refundable, regardless of circumstances.**
- 6.2 Should a student pre-register and then withdraw **before July 1st 2010**, all Resource Fees and workbook fees will be refundable. If a student withdraws **after July 1st 2010** then all Resource Fees and Workbook Fees **are non-refundable regardless** of the circumstances.
- 6.3 Should a student who has begun attending class withdraw, tuition will be charged through the end of the month during which the withdrawal statement is signed, **regardless of the date** of withdrawal. (i.e., If a student withdraws on December 10th, tuition will be charged through December 31st.) **Registration fees, book fees, and Resource Fees are non-refundable.** School supplies and workbooks are ordered before the start date and therefore the fees cannot be returned.
- 6.4 All tuition payments are due on the **first of each month**. Students may lose their place in the program after the fifth working day of the month if tuition has not been received.
- 6.5 Any student whose account becomes more than (5) **five working days past due** will not be allowed to return to the program until their account is brought current. A **late fee** will be assessed based on **10%** of the amount due.
- 6.6 Checks returned by the bank will be charged a service fee of **\$15.00** plus a **10% late fee**. The payment must then be made with a money order or in cash. Should the bank return two checks to the CDC, all future payments must be made by money order or in cash. All cash payments must be exact amount due.
- 6.7 The CDC does not send out a bill for monthly tuition. It is the responsibility of the parent / guardian to drop off payments to the CDC office or mail the payments to the school by the first of the month. Tuition payments can also be made by credit card, online at www.PreschoolWestPalm.com.
- 6.8 The CDC charges an **annual tuition** divided into **(12) twelve equal payments**. It is not based on a daily or calendar month attendance fee. If you choose to pay for the school year in full by August 1st, you will receive a 10% discount (not including extended care fees). There is a 10% discount on the oldest child if more than one child is enrolled from the same family. Only one 10% discount will be offered, either for the oldest child or prepaid tuition.

- 6.9 The CDC needs 24 hour notice prior to registering new students into our program.
- 6.10 Once a current student withdraws they must re-register and pay all applicable registration fees to re-enroll based on availability. (i.e., A student who does not attend the month of December must pay tuition to hold their spot or re-register in the month of January if there is availability in the classroom. The CDC will not hold spots without a tuition payment.)
- 6.11 The CDC follows the Palm Beach County School System for age guidelines when placing children into classrooms. This guideline is **September 1st**. (e.g. A child going into the 3-year old class must be 3 on or before September 1st of that school year).

7. Dress Code

- 7.1 Dress your child in appropriate clothing for play and inclement weather. Select clothing that is washable, sturdy, and free of complicated fastenings. Please **label all** clothing articles, including outer garments, such as caps, sweaters, and coats.
- 7.2 **No** pull-ups or diapers of any kind may be worn during the school day in the **3 or 4- year old program**.
- 7.3 All children, ages **14 months and older**, are required to **wear tennis shoes or oxfords**. No cowboy/girl boots, open toed, loose fitting or flip-flop type slide on shoes. This is for your child's safety on the playground. Children in 2, 3, and 4-year old classes will be using the **gymnasium**, where **rubber soled shoes are required**.
- 7.4 Parents are asked to **label all items** that are brought to the CDC, including: blankets, sheets, clothing, underwear, cups, pacifiers and clips, plastic containers and lids, lunchboxes, "Show-N-Tell" etc. The CDC will not be held responsible for lost or misplaced articles or "Show-N-Tell" items. Our space is shared with the weekend Preschool Ministries of First Baptist Church of WPB and it is important that all articles be put away in your child's cubbie or taken home over the week end.

8. Family Participation

- 8.1 The parent is urged to attend an **Open House**, with the child, prior to the first day of classes.
- 8.2 Parents are encouraged to **read all newsletters, notes, etc** that come home from your child's teacher and/or the CDC office. This allows you to be kept current on all that is going on during your child's day. Our Web page www.PreschoolWestPalm.com is also available to check for calendar updates and announcements, etc.

- 8.3** Children enrolled in the CDC **must remain with the parent/guardian** until they have been properly signed-in at the class. Once a child has been dismissed to a parent/guardian and properly signed-out of class, he/she will remain with the parent/guardian until departure. Children **not enrolled** in the preschool program must remain with the parent/guardian **at all times**.
- 8.4** **For safety, insurance, and liability reasons**, the CDC asks parents/guardians and their children to neither linger nor gather on premises. These same reasons apply to children running/climbing/playing on the grounds of the CDC/FBC, i.e. steps, curbs, retaining walls, walkways, sidewalks, playgrounds etc.
- 8.5** Parents are not permitted to provide lunches for the classroom for their child's birthday. **No balloons, banners, streamers, goodie-bags, etc. are allowed.** We do not give out the addresses of your child's classmates, but we are happy to distribute birthday party invitations as long as **every child in the class receives an invitation**.
- 8.6** The CDC does allow a **baked treat** that has been **store bought** along with party themed plates and napkins if it has been planned ahead with the teacher and posted at least two days in advance outside the classroom
- 8.7** Parents who are attending non-CDC functions are not permitted to park in the parking lot at the front of the Center. This includes students and/or employees of Palm Beach Atlantic University. PBAU Security and/or First Baptist Church Security will ticket offenders.
- 8.8** All volunteers must be fingerprinted and screened through the FBI and the Palm Beach County Sheriff's Department to ensure the safety of our children. Exceptions include classroom parties and school sponsored events.
- 8.9** Parents may receive flyers, announcements, and periodical mail-outs from the CDC/FBC, to better keep you informed of programs, events, and happenings in and around our campus. All personal information submitted by you to the CDC/FBC will be used for conducting CDC business only. We do not share this information with outside parties.