



First Baptist School  
Early Childhood &  
Child Care  
Parent Handbook

*Distinctly Christian - Academically Excellent*

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# First Baptist School

## VISION

First Baptist School, a model of Christian and academic excellence, will provide a challenging and creative curriculum based on Biblical truths. Christian education goes beyond physical, intellectual, and emotional development to encourage spiritual growth of students and families leading to a lifetime walk with Christ.

## MISSION STATEMENT

First Baptist School is a ministry and cooperating part of First Baptist Church. Every child is challenged to achieve their academic excellence and their spiritual awareness through the opportunity to know Jesus Christ as Lord. All FBS staff are vital team members in developing the whole child. All FBS team members are encouraged to continually grow as a Christian role model through: a devotional life, a prayer life, and being an active member in their local church.

First Baptist School is an advocate of the family. Families are the center of faith development for their child. FBS partners with families in the child's faith and intellectual development.

*First Baptist School: Distinctly Christian ~ Academically Excellent*

## **Admission**

### **Hours of Operation**

First Baptist School's Early Childhood and Child Care Department is a year-around program and is open Monday through Friday from 7:00 a.m. to 6:00 p.m. A yearly calendar will be printed and available showing all school and childcare holidays. Early Childhood Classes begin at 8:00 a.m.

### **Admission/Enrollment**

Registration forms must be completed, including the signing of the parent contract, and must be turned into the office along with the registration fee. Parents will receive a copy of the First Baptist School Early Childhood & Child Care Parent Handbook explaining the policies and procedures. Parents are asked to read, sign, and return to the office, the acknowledgement at the end of the Handbook. The Director has an open door policy for parents to review and discuss any questions or concerns about the policies and procedures. Parents will be notified, in a timely fashion, in writing of any policy changes.

First Baptist School does not discriminate on the basis of race or religious creed in administration of its educational or admission policies. In order to comply with state licensing requirements, all children in attendance must have current health information, including an up-to-date immunization record on file in the office.

Although First Baptist School has something special to offer in the field of education, it cannot meet the needs of all students. The curriculum is geared to the average and above average student. Resources are not available for children with severe physical, mental, learning, emotional, or behavioral problems.

# Health and Safety

## **Clothing**

For the children's safety, closed, secure shoes are a must. Flip flops and loose fitting shoes can cause children to slip or trip on the playground. Also, girls wearing dresses or skirts should wear shorts underneath.

## **Food**

Mid-morning snacks are served daily to preschool and pre-kinder children and afternoon snacks are served to all children in attendance after 3:15 p.m. **Students may not bring breakfast from home into the classroom; this must be eaten before arriving at school.** The charges for the school snacks are included in the tuition. Lunch is served to all half and full-day children. Lunch tickets are purchased in the school office. Lunch menus are sent home monthly. Children are encouraged to eat the nutritional meals prepared at school which meet the children's daily food needs. Parents who choose to provide the child's meals and/or snacks from home must understand that First Baptist is not responsible for its nutritional value or for meeting the child's daily food needs. If your child brings his/her lunch, please remember that your child's daily food needs for lunch and snacks (which is ½ of their total daily food needs) include: 1 serving from the milk food group, 1 serving from the meat/meat alternative food group, 1½ servings from the vegetable food group, 1 serving from the fruit food group and 3 servings from the grains food group.

## **Gang-Free Zone**

A gang-free zone is the designated area around our school and child care center where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Certain gang-related criminal activity that occurs within **1000 feet** of our school or child care center is a violation of the law and is therefore subject to increased penalty.

## **Hearing and Vision Screening**

An on site, certified staff member/screener will conduct hearing and vision screening for all children from Pre-kinder and older within the first school semester. Parents will be sent documentation of the results.

## **Illness**

Sick care is not available. Children with fever of 99.4 (armpit) or 100.4 (oral) or higher must be picked up from school and cannot return until they have been fever-free for 24 hours.

## **Immunizations**

Each child enrolled must meet the immunization requirements as set forth by the Texas Department of Health. Children must have all immunizations needed for their age by the date of admission. If this is not possible, First Baptist School will grant a one week grace period for immunizations to be completed. If they are not completed by the end of the grace period, the child will not be able to return until this requirement has been met. Parents will be notified if and when Tuberculin testing becomes a requirement for Nueces County.

## **Medications**

Parents must fill out a medicine form in the school office when it becomes necessary for the child to receive medication during school hours. The student may not keep medicine in the classroom whether it is prescription or over-the-counter (this includes sunscreen, chap-stick and cough drops). Student must be given medication in the office.

## **Medical Emergencies**

If a child is seriously ill or injured, First Baptist School staff will contact the child's parent and emergency services or, if necessary, take the child to Driscoll Children's Hospital emergency room. If a parent or emergency contact person is not reached, the child's physician as listed in the records is contacted.

## **Release of Children**

Children are to be picked up from their classrooms. The authorized pick-up person will sign out his/her child and record the time. A person who is not on the pick-up, but has been given permission by the authorized parent/guardian, must sign the child out in the office before the child is released from their classroom. Once the child has been signed out in the office, the pick-up person will be given an "Authorization for Release" form to hand the child's teacher.

# **Policies and Procedures**

## **Discipline**

All staff members use positive reinforcement to continually encourage children to make good choices. Discipline will be individualized and consistent for each child; appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control. All staff members will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be **no** harsh, cruel, or unusual treatment of any child.

## **Parent Involvement**

Parents are encouraged to attend the PTO meetings and become PTO members. The PTO meetings are announced and held throughout the year at First Baptist School.

## **Visits to Classrooms**

Parents are always welcomed to visit the classrooms.

## **Withdrawal**

Parents must submit in writing their plans, including dates, for withdrawing a child from the First Baptist School Early Childhood program. Charges will continue to incur until such notice is received by office personnel.

## **Special Activities**

### **Parental Notification**

Important information regarding school activities, events, etc. is sent home with the children. Parents must make sure to check children's individual cubbies when picking them up from school. The school principal and the child-care director post a newsletter and calendar on the schools website: [www.fbscorpus.org](http://www.fbscorpus.org).

### **Water Activities**

First Baptist School does provide weekly water play activities during the Summer J.O.Y program. Children of all ages may use sprinklers, water slides, etc. on the school playground. Children in grades K-7<sup>th</sup> may go on field trips to local swimming pools in addition to water activities at school.

Parents must complete the section on water activities on the registration form in order for their child to participate.

## **Texas Department of Family and Protective Services Licensing Information**

First Baptist School is a facility licensed by the *Texas Department of Family and Protective Services*, also known as *Childcare Licensing*. All rules or regulations followed are to be in compliance with *TDFPS Minimum Standards* and the *Texas Department of Health*. Standards set by these entities are "minimum" requirements; any other practices or regulations of First Baptist School are considered to increase the quality of care and set us apart from other facilities.

Parents may obtain information on minimum standards in the school office. Current licensing reports are posted outside the school office for parent's convenience.

For more information on Childcare Licensing, CPS abuse hotline, or the TDFPS website, contact the local Licensing office at:

**Texas Department of Family and Protective Services  
P.O. Box 7769  
4201 Greenwood Dr.  
Corpus Christi, TX 78467-7769  
Phone: 361-878-7470  
Fax: 361-878-7476**

## Parents' Acknowledgement

I have received, read and agree to abide by the policies set forth in the **First Baptist School Early Childhood and Child Care Parent Handbook including the policy on discipline and guidance.**

My child's name is \_\_\_\_\_.

Date: \_\_\_\_\_

Parents' Signature: \_\_\_\_\_