

**West Park Children's  
Focus Parent's Day Out  
Program**

**Parent  
Handbook  
2009-2010**

**A weekday ministry of West Park Baptist Church  
8833 Middlebrook Pike, Knoxville, TN 37923  
865-690-0031 Ext. 5503 Fax. 865-690-0512**

Dear Parents,

Welcome to West Park Children's Focus. This is our 11<sup>th</sup> year offering a Parent's Day Out program at West Park Baptist Church. We are a nonprofit Christian program and are a ministry of West Park Baptist Church. We exist to serve our church families and other families throughout the community. We desire to glorify God by telling children from the earliest age about Jesus and teaching them the truths of God's Word. Our goal is to educate children socially, emotionally, physically and spiritually—through a curriculum of age appropriate activities.

God has given parents and teachers the responsibility of nurturing the children that He has blessed them with. A Bible lesson will be included each day and is enhanced with songs and verses. Since a child learns primarily through play until the age of 6, we will provide him/her with lots of interesting activities that will aid in social, fine and gross motor skills. Our curriculum offers nurturing in all areas of growth, and it is our prayer that God will be glorified in all that is taught.

We are eager to promote an exciting learning adventure for your child. The following information contains the policies and procedures of our program. These policies closely, if not completely, comply with the State of Tennessee Department of Human Services laws and West Park Baptist Church policies. We are considered to be a Parent's Day Out Program and are not required to be licensed by the Department of Human Services.

The teacher ratio is determined by state licensing requirements and lowered according to our policies.

Relax and enjoy your day while we love, learn, and grow with your child.

Working Together for Him,

Children's Focus Staff

## Financial Information

### Days:

Monday and Wednesday	Fall-Spring
Tuesday and Thursday	Fall-Spring
Wednesday Only	Fall-Spring

### Hours:

9:00-1:30

### Teacher/Child Ratios:

Ones	1:4
Twos	1:5
Threes	1:7
Fours	1:8

### Registration Fees:

\$75 one child	\$50 for Wednesday only
\$90 two children	
\$100 three children	

### Fee Schedule:

Monday and Wednesday	\$120 per month (averages out to be appr. \$19 per day)
Tuesday and Thursday	\$129.50 per month (averages out to be appr. \$19 per day)

**August 2009 tuition and May 2010 tuition is due on the first day of school. The total is \$240 for Monday/Wednesday and \$259 for Tuesday/Thursday. If you have to withdraw early, you will be refunded May's tuition providing you give us a two-week notice.**

## **West Park Children's Focus** **Policies and Procedures**

### **Admission**

A non-refundable Registration Fee reserves a place in class from initial enrollment time until your first day of school. We will accept any child regardless of race, color, religion or nationality. We do not discriminate in our administration of policies.

### **Licensing**

A Mother's Day Out is not required by law to be licensed by the state of Tennessee. A program can be open all five days and not be licensed as long as the children only come two days or less each week.

### **Special Needs**

It is our privilege to accept children with special needs as long as they can function within an average classroom setting.

### **Classroom Curriculum**

We use a variety of curriculum in the classroom. Wee Learn Curriculum, Bright Beginnings, Standard Publishing, and Scholastic Curriculum are used. All children will have a weekly theme lesson and Bible lesson that correspond. Our older classes will be introduced to number and letter recognition, phonics, and kindergarten readiness skills. We also use various resources in the planning and implementation of our curriculum. Children age three and above will attend Spanish and Music once each week .

### **Teacher child ratios**

The number of children per class depends on the age of the children in the classroom. However, two teachers will be assigned to each class at all times with the five year old class being the exception. This class usually has eight children with one teacher. Specific child ratios are listed on page 3.

### **Financial Assistance**

It is our desire to help any family with financial assistance if the funds are available to do so. Substantiation of financial need is required. A financial aid form must be filled out and reviewed by the director. All aid is kept confidential.

### **Payments**

Tuition is due by the 15<sup>th</sup> of each month. Payment is considered late after the 15<sup>th</sup> and a \$10 late fee is assessed. Delinquent accounts can result in dismissal from the program. Please make all payments to West Park Baptist Church in check form and write your child's name in the memo section. (Example: Daniel Smith-TT-2s) Each month the director will make copies of checks to serve as receipts. We will not send out monthly reminders concerning tuition. A wooden box is located on the table outside of the director's office. Please place all checks in the box on or before the 15<sup>th</sup> of each month. Please see the director if you are paying in cash.

### **Insufficient Funds**

The first time your check is returned the financial administrator will run your check through the bank account again. If your check is returned the second time, a fee of \$20.00 will be assessed and subsequent tuition must be paid in cash or money order.

### **Late Pick-Up Fees**

Our program ends at 1:30. If you are more than 10 minutes late, a \$10 late fee will be added to your next month's tuition.

### **Withdrawal From Program**

We require a two week notice in writing if you leave the program for any reason. If you give a two week notice, we will gladly refund May's tuition to you.

### **Schedule**

As a general rule, we follow the Knox County school schedule. There may be a few exceptions, but they will always be given to you in writing or you will receive a phone call by your child's teacher.

### **Arrival**

Teachers will receive children at 9:00 a.m. each day. The teachers need every minute before then to prepare for your child's day. The classroom door will open at 9:00 to welcome children. You will need to sign your child in along with emergency numbers where you can be reached during the day. Please have your child here as close to 9:00 as possible. Children miss out on class time when they arrive late.

### **Dismissal**

Our program ends at 1:30. Please present your child's security card and sign your child out. Children are to remain with the parents through the hallway and all the way out to the car for safety reasons. To help us avoid any potential dangerous situations, please bring any younger siblings into the building with you when picking up your child. We do not provide supervision in the parking lot.

### **Termination**

We strive to work with each child to succeed in the classroom. Any one of the following reasons will necessitate removal of a child from the classroom: 1. excessive disruptive behavior where the safety of others is at stake (ex. habitual biting). 2. a child requiring constant one-in-one attention from the teacher, taking attention from the other children in her care. 3. a two-week unexplained absence when the teacher and/or director is unable to reach the family and tuition is over-due. 4. tuition is over a month past-due

### **Snow Closings**

We follow the Knox County school schedule. If Knox County closes, we close, too. If school begins one hour late, we will start at 10:00. If school start two hours late, we will start at 11:00. We have two days built into the schedule. We must miss more than two days of school for the tuition rate to be lowered for that month. Any days missed after two days, will be made up on an alternative day. (probably a Friday)

### Sick Days

Since we pay our teachers whether your child attends or not, we do not allocate sick or vacation days for your child. Please plan to pay the full amount each month.

### Illness Closings

If the program closes due to a contagious disease, your child's teacher will notify you as soon as possible. If Knox County schools close for any illnesses, we do, also.

### Illnesses

For your child to progress he/she needs to attend regularly. Unfortunately, there will be times when your child will need alternative care.

These are the following conditions:

- Fever of 99.5 or over, listlessness, sore throat, upset stomach, vomiting, diarrhea (more than once in an hour), rash, bad cough, green or yellow discharge from the nose, or any communicable disease.
- If your child has a yucky nose, he must be on antibiotic for 24 hours before returning to school and a note from the doctor stating he's not contagious.
- If your child has allergies, we must have a doctor's note stating that condition and that your child is not contagious. Remember, if you have taken your child to the doctor and he is prescribed antibiotics, he must take them for a full 24 hours before returning.

### Medication

We are not allowed to give your child any medication while in our care unless it is an emergency. Some examples include: asthma, severe allergy, prescribed ADHD drug, or seizure meds. We must have written permission and directions from the doctor to administer this medication. It must also be in the original bottle. Antibiotics, antihistamines, cough medicines, fever or pain reducers cannot be given out by us at any time for any reason. **All medications must be kept in a locked box in the director's office. Do not leave medication in your child's backpack.**

### Immunization forms

All immunization records must be on file in the office before a child may attend school. A doctor must sign the records. All records should be on the yellow daycare form provided by your physician or the health department.

### Parent/Teacher Communication

You can expect a monthly newsletter from your child's teacher as well as from the director. Please read it thoroughly to note upcoming events or any changes in schedule. The bulletin board in the lobby will highlight monthly reminders.

### Parent/Teacher Conferences

We offer at least one conference each year for 4 year olds. Evaluation forms are sent home bi-annually for twos and above. Teachers are happy to call you after school or schedule a conference for any occurrence that happened during school. The teacher will be focused on the children and are instructed not to discuss the children during that time. It's okay to discuss general questions, etc., but no in depth discussions at the door.

### Impaired Parents

If a parent or guardian arrives to pick up a child and is impaired (due to alcohol or substance abuse), we will keep the child with us until arrangements can be made for someone else to pick up the child.

### Verbal or Physical Abuse

Any parental or physical abuse directed toward staff will not be tolerated in the program.

### Security

For the safety of your children, the Focus doors will be locked from 9:15 to 1:15. If you arrive during those times, you will need to enter through the Welcome Center entrance. Parents are welcome to observe their child during the day. If a parent is in the classroom, a visitor badge will be issued. As a security precaution, parents are not allowed to assume duties of the teacher while in the classroom.

### Class Security

Each teacher will have a sheet for you to daily sign your child in and out. In addition, you will be issued 2 security cards with your child's name on them. You must present your card every time you pick up your child. If someone else, such as spouse or friend, will be picking up your child, he/she must present a security card and sign your child out. We will not allow your child to leave with anyone who does not have a security card for that child. We would rather inconvenience someone than allow your child to leave with anyone for whom you have not given written permission. In case of emergency, the director can authorize verbal consent from the parent.

### Lunches

Pack a lunch with anything your child likes to eat that does not have to be refrigerated or heated. Finger foods are best. Please **DO NOT SEND GRAPE, PURPLE, or RED DRINKS or JELLO** (due to stain problems), carbonated beverages, hard candy or gum to school. Please send spoons when needed. If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a hot meal, as this will make for a room full of unhappy children smelling a treat that is not for them. **If your child has an allergy to a certain food, please let the teacher know immediately.**

### **Snack Sign Up**

Teachers of children two and above will have a sign up sheet in the classroom for snacks each day. If all parents sign up, you should not have to sign up often. Please bring healthy snacks. Snacks must be store bought and not homemade.

### **Pizza Lunches**

One day each month we have a pizza lunch for the children. The cost is \$3.50 per child. Each child receives two slices of pizza, chips, cookies and apple juice. Any money left over is given to the teachers for additional classroom supplies.

### **Birthdays**

If you would like to celebrate your child's birthday at school, please notify your child's teacher in advance. Any food for the party must be store bought. If you are having a party somewhere else, please mail your invitations unless you plan to invite the whole class. Parties are to be held after lunch. Only mylar balloons are allowed in the classroom.

### **Personal toys**

We strongly discourage bringing personal toys to school. It is hard to share toys with the other children. If your child needs a toy or item for security, we understand. We will keep it in a safe place until you return. Please leave toys such as guns, holsters, bullets, knives, ghosts, beasts, war toys, and such items at home. These toys don't do well in a big group setting, as they tend to invite aggressive behavior.

### **Appropriate dress**

We encourage you to dress your child in washable play clothes. A change of clothes including underwear and socks need to come to school each day. We strive to play outside anytime the weather is above 40 degrees and not raining. Keep that in mind when dressing your child for the day. Layers are good since it is easier to take off something rather than put on something you don't have. Rubber soled shoes are required as we play in the gym on cold or rainy days. Remove all drawstrings from jackets for safety reasons. LABEL ALL ITEMS THAT COME TO SCHOOL.

### **Room mothers**

Teachers love to have extra help in the classroom. It may be cutting out crafts, organizing parties, collecting supplies, etc. Check with your child's teacher to see where you can help.

### **Child or Emergency Information**

If your personal or emergency information changes during the year, please pick up an application update from the office, fill it out, and turn it in to the office.

### **Discipline**

Our objective is to provide consistent positive reinforcement, encouragement and praise as a way to manage classroom behavior. Disruptive classroom situations such as biting, kicking, etc., is unacceptable. Redirecting a child is the first method used in the classroom. Next, we will explain to the child why this behavior is inappropriate. If the behavior continues, the child will be given toys in a different area to play with. If the child does not respond positively to these methods he/she will have an age appropriate few minutes in the 'quiet chair' or the 'quiet area'. After several instances of misbehavior a visit to the director's office is required. Parents will be notified if persistent, negative behavior continues.

### **Biting Policy**

While children bite for many reasons and it is normal for young children, continual biting is not allowed in the program. If a child bites more than three times in one month, the parent will be asked to sit in the classroom with the child or the child will be asked to take a break for two weeks. If the child continues to bite, the child will be asked to sit out for one month. The last step is removal from the program at the director's discretion.

### **Potty Training**

Potty training is a big step in the life of a child and parent. At Children's Focus we want to partner with you to make this transition be as smooth as possible. We will help you all we can to help your child develop independence and self-confidence in the bathroom, but we need your help, as well. Listed below are few requests we have of each parent with a child potty- training:

- Please be working with your child at home for at least **two weeks** before sending him/her to school in big kid pants.
- We prefer diapers over pull-ups in the classroom. We understand that pull-ups are preferable at home, but it takes much longer to change a pull-up than a diaper. This cuts into class time with all of the other students.
- Please send a full set of clothes in your child's backpack each day. This includes socks and shoes. If your child is just beginning toilet training, more than one set may be needed.
- If your child continues to have accidents over a long period of time, you may be asked to place the child back in diapers for school. This is not something we desire to do, but may be necessary for a while.

### **Hints for Success**

1. Talk to your child about attending school.
2. Accompany your child to the classroom and reassure him with a hug or kiss. THEN LEAVE! Your reluctance to leave shows the child you are unsure of the environment in which you are leaving him.
3. Realize tears and fears are normal in children. If your child does not settle down and join group play, the teacher will call you.
4. You may call to check on your child or peek in the classroom at any time. Just don't let him see you.
5. DON'T BE LATE at pick up time. It is scary to be the only child left in the room.

### **Parental Responsibilities During Arrival and Departure**

Please plan to have your children remain with you when entering and exiting the building. There are several offices in the Children's Ministry area, therefore, we ask that children be kept with you or an authorized adult at all times.

Please observe the following:

- Watch for small children in the parking lot.
- Do not leave children locked in cars unattended.
- Do not park in handicapped spaces.
- Do not leave purses, etc. in cars.
- Do not leave cars running.

### **One Final Word**

We realize that there are many wonderful preschool programs and the area, and we are honored that you are selecting West Park Children's Focus to be your child's early learning establishment. We take our responsibility to love, nurture and teach your child seriously. We want to honor our Lord by serving your family. We will be teaching children about God's love for us, and we hope that your child will come to know Jesus as his or her Savior at a young age.

We invite you to visit our church and would welcome the opportunity to minister to you at West Park Baptist Church. Thank you in advance for interest in our program. We hope you find this to be a caring and nurturing environment for your child.