

## **OPERATIONAL POLICIES**

DEAR PARENTS:

We welcome your child to First Baptist Child Care Center and Pre- Kindergarten. We shall try to give your child the loving care and guidance children need in their formative years. The Child Care Center and Pre-Kindergarten are governed by a church elected committee, the administrator and the director.

We hope your child's experiences here will be happy, wholesome ones. As the parents you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and staff.

The Center has been planned for ages two through grade 5 with the purpose of developing the whole child. This book has been prepared in order that you may know the policies and better understand the program as we work together to help your child have a successful stay here.

### **OUR CHURCH WEEKDAY EDUCATION PROGRAM**

The purpose of our center is to extend the ministry of and help accomplish the purpose of First Baptist Church by providing care, education, and development of each child enrolled to his/her potential- spiritually, mentally, physically, emotionally and socially. This is to be accomplished by providing developmentally appropriate activities and guidance in by providing a program for ministry and outreach to the families enrolled.

The center was started in January 1973, and is licensed by the state of Texas. It provides a program of preschool care for two through five years old and school children grades K-5. The center is governed by a church appointed committee and administered by the Director. Each member of the staff possesses the competency and understanding essential in teaching children. Our child/staff ratio is low for the safety of the children.

Our classes are open to any child, regardless of race or religious beliefs. The curriculum is appropriately designed for the age group into the state of development of each individual child. We believe that a child absorbed his/her concept of God from people, things, and experiences that are a part of his/ her environment. Thus, a love and appreciation for God, Christ, and the things God has made are stressed through appropriate activities. We use the church weekday early education, curriculum, (W.E.E.) and many other resources to accomplish our goals.

Your child will participate in a variety of activities such:

- Working with paints, clay, crayons, blocks, and other manipulative materials
- Making short excursions to points of interest in the community
- Enjoying stories, poetry, dramatization, films, books, chapel, and Bible stories
- Learning to share, taking turns, planning, working, and playing with others
- Acquiring good health in cleanliness habits
- Learning to respond, rhythmically to music, singing new songs, and listening to different kinds of music.

### **Preschool-**

We feel the preschool year is such an important part of your child's development, and we want to provide him/her many new learning experiences. Our goal is to help your child to grow and develop mentally, physically, emotionally, socially, and spiritually.

Our pre-kindergarten class is open to any child who will be four before September 1 regardless of race or a religious belief. Our curriculum is designed for the development of four year olds. This objective is met in mini activities. Your child will participate in activities with paint, clay, crayons, cutting with scissors, storytelling, poetry, films, books, numbers, alphabet, dramatization, field trips, and many, many other activities. Your child will learn to share, take turns, plan, work and play with other.

You are encouraged to call for a conference with your child's teacher when you feel the need, attend class parties, and attend field trips with your child.

### **CENTER OPERATION**

**Daycare-** the center opens at 6 AM and closes at 6 PM. We are open Monday through Friday 12 months per year. The center will be closed on the following: **NEW YEAR'S DAY, GOOD FRIDAY, MEMORIAL DAY, JULY 4<sup>th</sup>, LABOR DAY, THANKSGIVING DAY AND THE DAY FOLLOWING, CHRISTMAS EVE AND CHRISTMAS DAY.** Regular tuition is charged for holidays.

**Pre-kindergarten-** Classes are Monday through Friday and begin at 8:30 AM and dismiss at 11:30 AM. Classes will start the day school starts. Our pre-kindergarten will follow these Goose Creek ISD school calendar. A pre-kindergarten calendar will be given to parents at the beginning of the school year. No child should arrive before 8:30 AM students should be here no later than 8:35 unless there is a doctor's appointment. There will not be a teacher on duty before 8:30 AM. Children should be picked up promptly at 11:30 AM. A late fee will be charged after 11:35 AM. Children must be signed out before leaving school. The child will be released only to a parent or an adult designated by the parent. Children will be dropped off and picked up at the front of the daycare. Drop off is from 8:30 to 8:35 in pickup is from 11:30 – 11:35.

**School closings** - In the event of bad weather, or a national or community emergency, please tune in to local radio and television for closure information. If GCCISD schools are closed due to weather emergencies, (hurricane) or a national emergency, First Baptist Child Care could be open even if GCCISD is closed, please call the daycare center at **281-426-7022** to get any information about closing. In event, we must close the school after the school day has begun because of electrical outage, plumbing, or water, cut off, national emergency, or for any other reason, the school office will call and notify parents that they must immediately pick up their child. (It is a health requirement that there be running water in order for school to be in session.)

**Emergency Preparation-** In the event of an emergency and relocation of children at the childcare center, we will relocate to Goose Creek Memorial High School 6001 E. Wallisville, Baytown, TX. In an emergency please call 281-426-4551 for detailed information.

## **ENROLLMENT**

If you are considering our center, please contact the Director to schedule a tour. We encourage you to bring your child(ren) with you to the tour. Forms to be filled out before child can start:

- Enrollment Form
- Emergency consent form- that must be **notarized** (can be notarized in the church office)
- Health forms from doctor. (for all preschoolers) & immunization records
- Operational policies to read and check the appropriate box on enrollment form.
- Financial agreement- This form states what you will be paying in tuition weekly and yearly registration.
- Food program forms (2)

## **PROCEDURES FOR RELEASE OF CHILDREN**

**ALL CHILDREN** are to be taken to their room by the teacher upon arrival and sign in on the attendance chart. When the parent picks up the child, they must also sign the child out. We will not be responsible for the children whose parents do not do this.

Some children find comfort in having you spend some time with them in their room before leaving for the day. It is important that children are aware you were leaving, while this may result in an occasional upset, you should take comfort in knowing that their crying usually ends by the time you are out the door.

Drop off time is no later than **9:15 A.M.** If your child has a doctor's appointment please let the Director know in advance they will be attending after their appointment. If your child will not be in the center for the day let the Director know.

Rest time is **12:00 – 2:00** and is not the best time for children to be admitted. Children will be admitted at the time if there are extenuating circumstances such as doctors' appointments or an emergency.

Children not picked up by closing time of the center 11:30 AM for pre-K and 6:00 PM for DC will be charged a late fee of \$1.00 per child per minute starting at 11:35 for pre-K and 6:05 for daycare. In case of an emergency, the parent must notify the center and the charge will be at the discretion of the Director.

If a parent calls to authorize emergency release of a child, the center must verify that the caller is actually that parent. If we do not recognize your voice, we will take the information you give us, hang up and call you back at work, or home, using the phone number on the child enrollment form.

### **THEREFORE, IT IS IMPORTANT THAT YOU KEEP US INFORMED ABOUT ANY CHANGES IN WORK OR HOME PHONE NUMBERS.**

In order to verify the identity of authorized person to pick up your child, the staff with you the picture identification on the persons, valid Texas Driver's License or DPS identification card. **PLEASE INFORM THE PEOPLE YOU HAVE AUTHORIZED ON THE ENROLLMENT FORM OF THIS POLICY.** We are required by the state to write down the driver's license number or DPS identification card number and keep the information for 24 hours.

Please be patient with our staff if you or another adult who picks up your child is asked to view their picture ID, per the above policy. We have substitute teachers, as well as new employees who are only following protocol, so cooperation is appreciated.

### **NO CHILD WILL BE RELEASED UNLESS THE INDIVIDUAL PICKING UP THE CHILD DISPLAYS A PROPER IDENTIFICATION.**

## HEALTH PROGRAM-

All of our staff has been certified in CPR and all have been certified in first aid through American Red Cross in the American heart association

The laws of the State of Texas and the Department of Human Resources require the following for all children enrolled in daycare:

- **Immunizations-** DPT, Polio, Rubeola, Rubella, Mumps, Varicella, HIB, Hepatitis A& B and PCV7. This record must be on file before the child starts.
- **Current Medical examination-** Within 12 months of date of enrollment: given to the center within one week of: No exceptions.
- **Parent statement** – Required for special conditions or needs such as allergies and other health problems (on the enrollment form).
- **Medications** – Any medication to be given to a child, must be written on the medical chart daily. The dosage and time to be taken must be written on the chart if the parent must sign the chart. Prescription medication supposed to be in the original container, and labeled with the child's name, date, directions, and the physician's name. We can administer the medication only as stated on the prescription. Non-prescription medications must be in the original container, and labeled with the child's name, the date brought into the center and be age-appropriate. We will not give any medication that is not age-appropriate without a doctor's note. We cannot administer any prescriptions or non-prescriptions medicines past the expiration date. **ALL MEDICATIONS MUST BE GIVEN TO A STAFF MEMBER.**

## ILLNESS AND ACCIDENTS

We can only accept healthy children. **WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY.** For the protection of all children, your child should be kept home (we cannot accept him/her at the center) if he/she shows any signs of the following symptoms:

- A temperature
- Diarrhea or vomiting
- A rash
- Nasal discharge, or eye and ear discharge

Parents should exercise every precaution and keep their children at home should other unusual symptoms occur, such as severe coughing, sore throat, etc. We will encourage you to seek medical advice if a question of health is involved.

A child who has been kept home or sent home sick must remain out of the center until he/she is **FREE OF FEVER AND OTHER SYMPTOMS FOR 24 HOURS.** This is for the protection of all the children. Readmission of a child recovered from a communicable disease, or disability, will be upon written approval of the child's doctor. All of the preceding is according to the state of Texas minimum standards for operation of a daycare.

Parents will be notified when a child has been exposed to communicable disease at the center within 48 hours. Parents should likewise notify us when children are exposed to a disease outside the center. Strep throat, pinworms, viral infection, infected ear/glands, measles, mumps, chickenpox, Scarlet fever, etc. are among those conditions categorized as "highly contagious".

First Baptist childcare center is not responsible for accidents on church grounds outside the supervised play area

### **MEDICAL EMERGENCIES-**

In the event of a medical emergency or an accident, we shall contact the parents and call 911. If it is impossible to reach the parent should emergency treatment be required, the child will be taken to San Jacinto emergency room. The “consent for treatment” is your authorization for emergency treatment and is required by hospitals when a parent cannot be reached. **PARENTS MUST INFORM THE CENTER OF ANY CHANGE IN PHONE NUMBER OF THE CHILD’S DIRECTOR IMMEDIATELY.**

### **VISION AND HEARING SCREENING REQUIREMENTS-**

The Special Senses and Communication Disorder Act requires a screening or a professional examination for possible vision in hearing problems for children enrolled in our center prior to the first semester of enrollment or within 120 calendar days of enrollment after they turn 4 years old. You will need to have your child screened, by a healthcare professional, and provide us with a signed and dated statement.

### **FIELD TRIPS-**

Field trips are taken periodically to nearby places. Permission for your child to participate in such excursions is on the enrollment form. You will be notified of all field trips in advance. If you do not want your child to attend an excursion, please let us know. Field trips in nature walks are considered an important part of educational programs. The center will provide the same. Adequate responsible adult supervision for these excursions as is provided to children while in attendance at the center. Permission to participate in such excursions is on the enrollment form. Parents will be notified 48 hours before a field trip occurs. Please check your monthly calendar for these and other planned special activities. If your child attends pre-kindergarten only they must be kept home if they cannot attend field trips as the teachers will be away from the classroom on the excursion. Parents may attend field trips; however, parents will be in charge of a group of children unless a criminal history check is on file.

### **TRANSPORTATION-**

Anytime transportation of children will be involved

- Parents must give permission on enrollment forms
- Parents will be notified
- Minimum standard of licensing child care centers will be followed

### **WATER ACTIVITIES-**

During the summer, the following water activities may occur:

- Water table play
- Wading pools
- Swimming pool play

Parents must give permission on the enrollment forms to allow children to participate. All water activities will be done in accordance to the minimum standards for licensed childcare centers. If you have any questions please contact the Director.

### **CHILD CUSTODY**

The Center has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third-party in the center has been furnished with a copy of the order bearing the court signature. In all matters regarding the child, the Center and First Baptist church stand ready to assist **ALL** family members.

### **CHILD ABUSE AND NEGLECT**

First Baptist childcare personnel are required by law and will report suspected child abuse and neglect to Children's Protective Services

#### **INFORMATION ON CHILD ABUSE:**

There are three kinds of child abuse

1. Physical abuse – inflicted bodily injury on a child
2. Sexual abuse-using a child in or exposing him/her to sexual activities with or without a child's consent
3. Emotional/verbal abuse – demanding that the child do more than he/she is able to do, severely criticizing or humiliating him/her for not living up to a demand, replacing upon a Child unclear requirement, that the child cannot understand

There are at least two kinds of child neglect:

1. Physical neglect- Failure to provide enough food, clothing, shelter, or medical care; failure to provide adequate education, guidance or supervision.
2. Emotional neglect- Failure to give a child the love and the attention he/she needs.

### **GENERAL INFORMATION**

#### **MINIMUM STANDARDS -**

May be reviewed in the director's office. Also, the most recent licensing inspection report is posted on the parent bulletin board anyway review this at any time parents may contact the Texas health and human services licensing office at 713-854-5472, the Protective and Regulatory Services abuse line at 800-2 52-5400 and the PRS website at the **Texas Abuse Hotline**.

#### **CLOTHING –**

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Aprons are provided by the center for art and water activities. All clothing should be marked with child's name. We ask that children wear **tennis shoes**. Pointed toe boots, shoes, with cleats, songs, flip-flops, and sandals, with or without a back strap, or not allowed for the safety of all the children.

#### **Extra clothing-**

Water activities, stay and play, and occasional bathroom. Excellent necessitate got an extra set of clothing be kept at the center. If wet or dirty clothes or sit home, please return a clean extra set of clothes the next morning. Please remember that children are taken outdoors daily (weather permitting), and should be dress accordingly; light jacket, cap and warm shoes in the winter.

**ALL CLOTHING/APPAREL SHOULD BE MARKED WITH CHILD'S NAME.**

### ATTENDANCE-

Consistent attendance is advised. If your child will be late, absent, or is school-age, and will not return to the center from school, **MUST notify the Director**

### GUIDANCE AND DISCIPLINE-

A balance of effective guidance and discipline are a part of good behavior management techniques. The following principles are followed at First Baptist Child Care Center:

- Children are valued and respected as unique individual's at all times.
- Children have a right to know what proper behavior is and see positive examples.
- Children need consistent limits fairly administered
- Children require time in assistance in developing autonomy in self-control.
- Children's self-esteem will be nurtured and protected by caring adults.
- Children are God-given and precious to all.

Based on the above stated principles, positive guidance techniques will be used at our center. All guidance and discipline will be consistent with the purpose of developing self-confidence as well as self-control. This is accomplished by providing a nurturing and excepting environment with teachers who are firm, but fair and sensitive to all the needs of each individual child. There will be no physical punishment and no disciplining actions regarding food, toileting, or nap. At no time will God be used as a threat to the child. Time out from the group and removal of privileges, as well as explaining to help the child, understand what is expected, are our usual forms of discipline. When reoccurring inappropriate behaviors persist, parent conferences will be held.

Please be aware that when any group of children gets together, there will be friction of some sort. This is how children learn to handle problems and develop social skills. We try to help children learn from each experience. At no time do we allow the children to hit or call names. We correct this behavior when we see it occur. Please let us know if you have any concerns about your child's behavior. **Parents are never allowed to approach any child with the intention of correcting, scolding, or disciplining that child, unless it is their own child.** If a problem exists, consult the teacher or talk with the center Director.

### DISMISSAL OF A CHILD-

In the event of a child, exhibiting out-of-control behavior, including assault, biting, spitting, pinching, scratching, vulgar language, or inappropriate body language towards adults, and other children the following procedures will be followed:

- 1<sup>ST</sup> Offense- Call to the parent at the time of incident in parent/teacher conference
- 2<sup>nd</sup> Offense- Call to parent to pick up child immediately
- 3<sup>rd</sup> Offense- Suspension three working days
- 4<sup>th</sup> Offense- Immediate and permanent dismissal

At any time, according to circumstances, we may forego the steps in cases of safety or violent behavior in the immediate dismissal. The center reserves the right of dismissing any child unable to participate in the group experiences, or does not respond to guidance and discipline, and is a threat to the safety of any child, including him/herself. A child who leaves the childcare center premises is subject to immediate dismissal. The school also reserves the privilege of dismissing any child if after entering the program he/she seems unable to participate in group experiences or discipline.

### TOYS AND CANDY –

Please do not send toys and candy with children. We understand that sometimes they want to bring them in but to prevent toys from getting broke or lost we ask that they stay home.

### **SNACK BAR –**

Snack bar will be available as a special treat on Fridays for school agers. They may bring \$1 for candy and \$.50 for a soda. Children who have repeated behavioral problems will have this privilege taken away. School agers are grades K-5.

### **PARENT BULLETIN BOARD-**

This is the most important communication at the center. It is used to display newspaper and magazine articles, certifications, messages, and information directed to parents.

### **T-SHIRTS-**

Children should wear their daycare or preschool T-shirt on all field trips as appropriate.

### **LOST AND FOUND-**

Any articles left at the center remain in the child's room. Please check with your child's teacher about missing items.

### **PARENT CONFRENCES-**

Periodic teacher-parent meetings will be held as needed at any time. You are welcome to come by to see your child's teacher or to talk to the Director. We want to exchange thoughts and information on your child whenever necessary. We welcome mothers and fathers on field trips and during class time. Parents may visit the center at any time during the hours of operation. Feel free to share your talents with us, or help us with various projects to benefit your child's room.

### **PARENTAL VISITS-**

Parents who visit the First Baptist Child Care Center and Pre-Kindergarten during hours of operation must have prior approval and must check in at the office. However, if you want to discuss something with your child's teacher, please make an appointment through the office at 281-426-7022. Your child's teacher is busy with the children during class time. Parents are welcome and encouraged to participate in the First Baptist Child Care Center and Pre-Kindergarten operation and activities. Notices will be sent home regarding date in times of special activities, such as parties, field trips, and other special events.

Parents may review a copy of the minimum standards by asking the Director. The most recent licensing inspection report will be posted on the parent's board.

Parents may contact the Texas Health and Human Services Licensing office at 713-854-5472, the protective and Regulatory Services abuse hotline at 800-252-5400 in the PRS website at the **Texas Abuse Hotline**.

### **FOOD AND REST PERIODS-**

The center will meet the child's nutritional needs for the part of the day, which he/she spends at the center by providing a light breakfast, a well-balanced lunch, and a nutritious afternoon snack. **Special diets must be in writing, and signed by the child's physician.** Menus are printed and available for the parents to view. During rest time, individual cots, or mats will be provided for each child.



### **CALENDAR-**

Each class publishes a monthly calendar to keep you informed of our activities. Please note special plan, activities (field trips, parties, etc.).

### **PARKING-**

**Vehicles should not be left parked in driveway is at any time.** Parents should park in regular striped parking places when bringing or picking up their children. This is very important. There is traffic in and out of our child care center in church. Keys or children should not be left in your car and less attended by an adult.

### **ANIMALS-**

**Pets of any kind or not allowed in our center.**

### **BIRTHDAYS AND SPECIAL OCCASSIONS-**

Parents are welcome to send cookies, cupcakes, or cake to share with their child friends on their birthdays or special occasions. Please let your child's teacher know in advance that you were bringing a treat. Invitations to parties will only be given out if there is one for each child in the class.

### **GANG FREE ZONE-**

Be aware that the daycare, pre-K, and the church grounds plus a 1000 foot perimeter are a gang free zone in our subject to laws concerning gang free zones.

### **POLICY CHANGED & QUESTIONS-**

**Parents may review and discuss with the daycare Director or the Pre-Kindergarten, Director any questions or concerns about the policies and procedures of the daycare or Pre-Kindergarten by calling the office or coming to the classroom after children have left for the day. Parents will be notified of any policy changes in writing when they are made.**

### **CHILDREN LEARN WHAT THEY LIVE**

If a child lives with criticism,  
He learns to condemn.  
If a child lives with hostility,  
He learned to fight.  
If a child lives with Shame,  
He learns to feel guilty.  
If a child lives with tolerance,  
He learns to be patient.  
If a child lives with encouragement,  
He learns confidence.  
If a child lives with praise,  
He learns to appreciate.  
If a child lives with fairness,  
He learns justice.  
If a child lives with approval,  
He learned to like himself.  
If a child lives with the acceptance in friendship,  
He learns to love in the world.  
~Dorothy Law Nolte~

**FIRST BAPTIST CHILDCARE CENTER**  
**FINANCIAL POLICY STATEMENT**

**ENROLLMENT FEE**

The enrollment fee is payable in full at the time of enrollment. A child is not enrolled without payment of this fee. The enrollment fee applies to all children enrolled in the Child Care Center. This fee is not refundable in a whole or in part.

The enrollment fee is paid at the beginning of enrollment **and each August thereafter until the child is withdrawn**. The enrollment fee is used to cover insurance and supplies. When a new child enters the center the full fee is due from August through January, but the fee will be pro-rated from March through July. If a child begins attending the Center in the middle of the year the enrollment fee will be charged according to the following scale:

**Enrollment Fees**

Pre-Schoolers, School-age, and Pre- Kindergarten

\$40.00 (August through July)

\$20.00 (March through May)

\$15.00 (June through August)

**FEE AND REIMBURSEMENT POLICIES**

The Center is operated as a non-profit ministry to the children in the area. The charges are for PLACES RESERVED FOR YOUR CHILD IN THE PROGRAM, NOT FOR PERIODS OF ATTENDANCE.

All forms are to be completed before admittance. The physician's form is due NO LATER THEN ONE WEEK AFTER ADMITTANCE. Parents must notify the center of any changes in order to keep the enrollment forms up to date. We will ask you to fill out a new enrollment form each year.

**ALL TUITIONS are to be paid IN ADVANCE and are due on Monday of each week. ALL ACCOUNTS MUST BE KEPT CURRENT.** A late charge of \$10 per week may be assessed for any tuition not paid on time. A child will not be accepted on the 3<sup>rd</sup> Monday, if tuition is not paid for two weeks. Payments may be left in the lock box by the front door, delivered to the office, be mailed or paid online with Paypal or through the ProCare app.

A child in full-time care is given two weeks' vacation applicable to the daycare portion of fees only each year. Prekindergarten fees of \$70.00 per week are due each week from the week Prekindergarten starts until the last week of classes regardless of attendance by students or school closings. A statement of your yearly payments will be given to the parents upon request. Parents who find themselves temporarily unable to pay their regular tuition should **CONTACT THE DIRECTOR IMMEDIATLEY**. We cannot help until help is asked for. The center reserves the right to make adjustments in tuition as may be required by increased or decreased operation expenses. Parents shall be notified of changes in advance.

## **TUITION**

**Full tuition is due in advance or by 6:00 pm on Monday of the current week.** If a child is to attend the Center for three or more days per week, that child is considered to be a full time child and must pay the full time rate. Tuition payments are not refundable in whole or in part. If a child is signed in on the attendance chart, the child is considered present for the day and will be charged accordingly.

## **DROP-INS**

Our license permits us to accept a few children on a DROP- In basis. Drop- in children will pay the enrollment fee and will be charged a daily rate. Parents **MUST** call the day before to insure space is available. Admission of exceptional children, handicapped children, etc is decided on an individual basis as qualified staffing permits. Children enrolled in our Pre-Kindergarten program may also be enrolled as a drop- in in daycare.

Drop- in tuition will be paid on the day of attendance.

If there is a full-time child in a family and a drop-in child, the drop-in child will pay “first child” drop- in rates. The second Drop-in child will pay the “second child drop-in rates” etc.

If a drop-in account is not paid according to the above stated policy the child will not be accepted in the Center until the account is paid. The “OVERDUE ACCOUNTS” policies listed apply to the drop-in child, as well as full time children.

## **OVERDUE ACCOUNTS-**

After 6:00 p.m. Friday of the current week, any unpaid tuition is considered past due. A \$10 per week charge will be assessed for overdue payments. **THE CHILD WILL NOT BE ACCEPTED ON THE FOLLOWING MONDAY.**

## **TARDY CHARGES-**

If a child is picked up after 6:05 p.m., a tardy charge of \$1.00 per child per minute will be charged. In case of an emergency and we have been notified, the charge will be at the director’s discretion.

Pre-Kindergarten- If the child is not picked up by 11:35 a.m., a charge of \$1.00 per minute will be charged until the child is picked up. The teacher will note on the attendance chart the time that the child was picked up. The tardy charges will be paid in the office on the day of occurrence or the following day. The parent is paying for a place for their child. When there is an illness the full tuition is due as usual. There will be no refund or credit given.

**All charges will apply for self-pay students and NCI students**

**ABESNT DAYS-**

The full-time child will be allowed a total of 10 days of absence per year. This includes vacation and illnesses. (August through July) absent days may not be accumulated from one year to the next. After 10 days, full tuition must be paid for any absence. In order to take advantage of these days, the childcare center should be contacted for illness or vacation to hold the child’s place. The childcare committee will consider extenuating circumstances of long-term illnesses or absences.

If the child enrolls in the month of:	# of absent days allowed
August ( 1 <sup>st</sup> day of school)	10
September	10
October	9
November	9
December	8
January	7
February	6
March	5
April	4
May	3
June	2
July	1

**NOT APPLICABLE TO PRE-KINDERGARTEN CHARGES.**

**WITHDRAWAL-**

Two weeks (10 school days) written notice, or the payment of equal amount of tuition is required when a child withdraws. If this notice is given cock (or equal tuition pay), and all accounts are paid in full, the child is considered in good standing, and may re-enter the center anytime during the year, if there is a place available.

**RE-ENTERING-**

Daycare –

During the same enrollment, if all accounts have been paid in full, the child may re-enter, if there is a place available. During another enrollment period, if all accounts have been paid in full, and a new enrollment fee is paid, the child may re-enter, if there is a place available.

Pre-Kindergarten-

A student who is draws for any reason may re-enter only with payment of past tuition plus any late fees, in the approval of the Director.

**SPECIAL FEES-**

All special fees must be paid in advance. This includes field trips and other activities. Terms will be specified with each activity. Field trips: Fee is to be paid in advance, but credit will be allowed if the child does not attend.

### **METHOD OF PAYMENT-**

Payment may be paid by cash, personal checks, or money orders made out to “First Baptist Church” or online. No two party checks will be accepted. For online payments go to [www.highlandchildcare.org](http://www.highlandchildcare.org). Click on the donate button and pay; you may also leave a comment in the box with your child names. You may also use the ProCare app. You will need to create an account to utilize the app.

For your convenience, payments may be accepted by placing them in the lock box at the front of the daycare. A box of envelopes will be left on the brown shelf in the hallway by the attendance charts. Please place your payment in the envelope and place it in the lock box. You may also pay in the church office open parentheses located in the church building) or by mail. Our address is as:

First Baptist Church childcare center  
210 N. Magnolia.  
Highlands, TX 77562

Operation of hours: 6 AM – 6 PM

The church office hours are Monday through Friday 8 AM – 5 PM; closed for lunch from 12 PM-1 PM. Phone number 281-426-4551.

### **HOLIDAYS-**

The Center is closed for the holidays each:

New Year’s Day, good Friday, Memorial Day, July 4<sup>th</sup> , Labor Day, Thanksgiving day and the following Friday, Christmas Eve and Christmas Day.

The Center will charge for holidays. Therefore, unless a holiday has been scheduled by the parent as a “vacation day”, regular tuition will be charged.

### **NOTE-**

The childcare center is a ministry of first Baptist Church, Highlands. The Center is operated, as a nonprofit ministry to the families in this area. Parent to find themselves temporarily unable to pay. Their tuition should immediately contact the Director. We can help only when we are aware of need.

The tuition fees are for places reserved for your child in the program, not for periods of attendance. The child care committee reserves the right to make adjustments intuition as required by the increase or decrease in operating expenses. Parents will be notified in writing. A statement of your yearly payment will be given upon request.

### **PRE-KINDERGARTEN**

#### **SPECIAL INFORMATION-**

There are a limited number of places available in the pre-kindergarten class. When a parent enrolls a child in pre-kindergarten, the parent should understand that he/she is enrolling a child for the full nine months of school. The parent is agreeing to pay tuition from the first week of school until the last week of school including holidays when school is not in session. The center simply allows this full sum to be divided into weekly payments of \$70. Parents wishing for their children to be included in pre-kindergarten class will need to enroll in April to ensure a spot in the class. Pre-Kindergarten places are given on a first come first serve basis and paid enrollment. We accept only 26 children each year

# Child Care Center & Preschool

## Parent/ Provider Agreement

The following agreement is made between First Baptist Child Care Center& Pre- Kindergarten

Parent\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Home Address\_\_\_\_\_

E-Mail\_\_\_\_\_

Parent\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Home Address\_\_\_\_\_

E-Mail\_\_\_\_\_

For the care of:

Child's Name and dates of birth

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

1.The charge per child is computed as follows:

2/3 yr olds- \$135 per week;+\$25 per week not potty trained

3/4 yr olds- \$135 per week;+\$25 per week not potty trained

4/5 yr olds- - \$135 per week+ Field Trips (with PK); Summer \$135 per week+ Field Trips (PK not in session)

School Agers- \$65 before and after school per week (school year); \$60 after school per week (school year);\$125 per week (summer)+ Field trip cost

Before School Only- \$35 per week

School-agers will have additional fees added during Early release days and school holidays.

Drop- Ins- 1 or 2 days per week- \$45 per day(1<sup>st</sup> Child) \$40, \$38, \$37 (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Child).

Drop- Ins School Age- \$12 before school only (1<sup>st</sup> Child), \$10 (2<sup>nd</sup> child); \$20 after school only (1<sup>st</sup> child), \$16 (2<sup>nd</sup> Child); \$22 Before and after (1<sup>st</sup> child), \$18 (2<sup>nd</sup> child)

2. Payment obligation is based on the hours you agree to use child care, not the actual hours of attendance except for drop in students. Payment is due if you have agreed to use blocks of time whether or not the child actually attends those hours. This will include the child's holidays and sick days that fall on regularly scheduled days of care. You do have vacation days available to be used based on the enrollment date of you child. Vacation days run September – August school year. Payments may be paid by cash, check or money order made out to First Baptist Church. In addition payments may be paid online at [www.highlandschildcare.org](http://www.highlandschildcare.org) or on the procare app.

3. A fee of \$35.00 will be charged for any returned checks and payments will be considered late. Tuition is due on Monday but will be accepted until Friday at 6:00 pm with no additional charges however at 6:01 pm a \$10 per day fee will be charged for payment not received for all groups except drop-ins. Drop-in fees will be due the Monday following attendance and will be considered late on the Friday on which the fees are included on the statement. When fees are late children may not be admitted and normal charges will accrue while children are excluded. Partial Payment is not accepted.

Persistent late payments are grounds for termination pf child care. Child Care positions will be lost after one week of non- payment.

4. First Baptist Child Care Center & Pre-kindergarten reserves the right to terminate this agreement with no notice for violations of child care rules and polices listed in the parent handbook.

---

---

I agree to the terms described in the payment agreements above. The provider may amend this agreement giving the parent (s) a copy of the new and changed agreement at least 2 weeks before they go into effect.

Mother/ legal guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Father/ legal guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

If the parent is under 18 years of age, a co-signer must sign this agreement and act as guarantor to and agree to be bound by all financial terms.

Co-Signer signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted by the First Baptist Child Care Center & Pre-kindergarten

Signer \_\_\_\_\_ Date \_\_\_\_\_