

KidFirst Christian Preschool

2019 Summer “Fun in the Sun” Handbook

Hours of Operation

Regular program hours are 8:30am to 3:00pm on Tuesdays and Thursdays.

Extended hours begin at 7:30am and end at 5:00pm. Additional charges apply for each extended session. Dates for program are June 11-August 8.

Payment and Fees

Attached is a payment schedule for the 2019 summer session. Parents who pay for the summer in advance will receive a discounted price for the summer. In order to receive discount parents must pay IN FULL no later than 5:00 pm June 20th.

Payments can be mailed to:

First Baptist Church Attn: KidFirst

PO BOX 867

Mount Pleasant, Texas 75456

KidFirst accepts cash, checks, and all major credit/debit cards.

On-line payments may be made at fbcmp.org/kidfirst.

Parents wishing to make a payment in June and July may do so. Please see payment schedule for the due dates for these payments. All accounts must be paid in full by July 18th. Extended fees are additional cost.

Extended Fees

As a courtesy to our parents, we offer extended sessions each day. Basic childcare will be provided during these sessions. No curriculum will be taught during these sessions. Snacks will not be served during morning extended sessions. Children may bring their own breakfast items from home. A snack will be served during each afternoon extended session.

Morning extended hours are 7:30am – 8:25 am. Afternoon extended hours are 3:10 pm-5:00pm. In order for KidFirst to provide the appropriate staffing, children must be registered for extended care. Children not registered for extended care who use extended care will be charged \$5 per use.

Parents failing to pick up their children by 5:00pm will be given one verbal warning. A written warning will be issued on the second offense. On the third offense, a fee of \$1 per minute per child will be charged to the family account. Fourth offense will result in a one month suspension from extended care for your family.

Employees of KidFirst

All employees of KF are employees of First Baptist Church. Criminal background checks have been conducted on each employee.

Lunches and Snacks

Each child needs to bring a balanced lunch each day of KF. Refrigerators are available in all classes if needed. For safety, no glass containers will be permitted for preschool and school age children. Microwaves are also available in each classroom. Due to state requirements, **FOOD MAY ONLY BE HEATED FOR ONE MINUTE OR LESS**. Frozen dinners or meals requiring lengthy heating times such as mac-n-cheese cups will not be permitted.

Please label all bottles, lunch boxes, lunch containers with your child's name.

Child Release

Children will only be released to (1) any person listed under "may be picked up by" section of the registration forms or (2) any person who the parent permits in person or by phone conversation with the director.

Each parent and any authorized pick-up person are required to have a 4 digit PIN. This number will be used to check each child in and out daily. Every person must have their own unique PIN. This number allows us to know exactly who brings and picks up each child every day.

Any person who is not familiar to the KF staff will be required to produce a photo ID before KF will release the child. A copy of the ID will be made.

KidFirst Contact Information

Any parents wishing to relay information to the director or staff are asked to call the KidFirst direct phone number at 903-380-7079. Director will be unable to check messages until early afternoon. If parents have emergencies, they may call the director's cell phone.

Illness and Medication Policies

For the safety and courtesy of other children and staff, no child shall be allowed to attend KF if they have had any of the following conditions within the past 24 hours: fever, vomiting, diarrhea, contagious rashes, or other communicable diseases. A child requiring antibiotics prescribed by a doctor should have taken the medicine for a full 24 hours before returning to KF.

Any child showing signs of these conditions while under the care of KF will be required to leave immediately. Parents will be notified by phone and will be expected to make arrangements to have their child picked up.

KF employees will be allowed to administer medicine, prescription or over the counter, only if parents complete a medication form with the director. Medications must be in the original container and properly labeled. Employees will record the time and amount of each dosage given.

Discipline

KidFirst employees practice the principle of least intervention. This theory promotes that the least amount of discipline is used in every situation. Normal discipline strategies include redirection, verbal warnings, and “time-out” (one minute per age). Parents will be contacted should a child need additional discipline. In any case, an employee will not ever be allowed to use any form of corporal punishment.

Any child who is deemed by the director to be a danger to another child, children, or staff will not be allowed to attend KidFirst. Examples of behaviors that could be deemed a danger are excessive biting, violent outburst, running away from staff, and /or excessive punching or kicking. Parents will receive a written warning before the child is not allowed to attend.

Parent Communication

Communication between KidFirst staff and parents is very important. Our goal is to provide your child a positive, exciting, hands-on educational experience. Field trips, special school days, programs, and parties require good communication practices. Infant, walkers, toddler and preschool parents are asked to daily check their child’s diaper bags or backpacks for notes. Teachers of school age children will give notes to the parent/person picking up.

All preschool children are asked to bring a backpack or bag to transport their folder and sleep blankets. All backpacks must be small enough to store in the classroom cubbies, but large enough to hold your child's folder.

All summer tuition notices, calendars, announcements, and reminders will be sent to parents via our email system. Parents are required to keep a current email on file at all times as this is our main source of communication. Paper notices will go home as reminders only.

Naps

The majority of young children need an afternoon naptime in order for their bodies to rest and recharge. All infant, toddler, and preschool KidFirst classes have a scheduled naptime. Children are never forced to sleep, but will be required to lie down and rest. Parents who do not wish their children to nap or have sleep concerns should speak to the director to work out a solution.

KF will provide each preschool child with a sleep/rest mat. Rest mats will be stored at KF. Children are encouraged to bring a pillow and/or blanket from home. Pillows and blankets cannot be stored at KidFirst. They must be small enough to store in your child's backpack.

School age children do not have a naptime.

Field Trips

Our preschool and school age divisions of KidFirst often take field trips to enhance your child's learning and experiences. Parents will be notified of all field trips at the start of the summer. Parents are required to sign and return a permission form for field trips.

Parents are welcome to drive their own transportation to and from all field trips. However, parents may not transport other children without written permission from the other parent. Parents attending field trips may be asked to assist with other children and are expected to follow all rules. Parents are also required to pay all their own expenses. Due to space limitations, parents are not allowed to ride on FBC transportation.

FBC provides transportation for all field trips via the church vans or bus. All children are required to have a car seat or booster seat. The director arranges the seating of the vans or bus. Only KF or FBC employees will drive FBC transportation.

Birthdays

We love birthdays at KF. Parents are welcome to bring cake, cookies, or other treats to celebrate their child's birthday. Parents are requested to communicate with their child's teachers as to the best time for this celebration. Teachers will be happy to send home birthday invitations provided all children within the class receive one.