

FALL



With God, all things are possible

Parent Hand Book for Kid Care/ Preschool

August 13, 2018-May 31, 2019

**“Therefore encourage one another, just as you
have been doing. 1Thessalonians 5:11**



Endorsed by FLOCS: Florida league of Christian Schools.
Certificate # 23809

Central Baptist Church

School Year 2018-2019/ Kid Care-Preschool

951 S Ferdon Blvd.
Crestview, FL. 32539
(850)-682-5525 Ext. 223

Dear Families,

We want to welcome you to Central Baptist Church's KidCare/Preschool Program. We know how important the decision of childcare is and we are honored to be your choice. Working together with home and church we want to create an environment that will spiritually, physically, and academically equip, challenge and inspire your child to ignite their world for Christ. We will also have daily recreational activities, tutoring and mentoring. Communication is the key between Parent, Staff, and Children.

Meet the Director

My name is Michelle Ferrara: My husband and I have been married for twenty years. We have lived in Florida, Arizona, and in Maryland. We have a sixteen-year-old son who has high-functioning autism, ADHD and has one kidney. We also have a twelve-year-old daughter who has ADHD. So, we have learned one way or another to have patience and to have fun with whatever it is we are wanting or needing to do. When our children were younger I often wondered why God would allow our son and daughter to have issues that would affect their everyday life. But as we have been guiding our children we have also been learning that God gives us the tools and experiences to prepare us for what he has in store for our future. I know if it wasn't for the lessons I have learned I would not have found my calling to work with your precious children. Communication is very important, if at any time you have any questions or concerns please don't hesitate to contact one of us.

Meet the Children's Coordinator:

My name is Kirsten Mixon: I am the weekday Children's Ministry Coordinator and the pastor's wife of Central Baptist Church. I am a Mother to 6 amazing children (yes 6); We have 5 boys and one girl. My husband and I have been married for 16 years. I have been working with Central Baptist Kid Care/preschool since August 2017 and have really enjoyed getting to know all the children and their families. If you ever have any concerns or questions, please feel free to talk to me. I encourage open communication regarding the health and well-being of the children and I welcome your suggestions.

Mission Statement: Sharing God's love through the eyes of a child. "Train a child in the way he should go, and when he is old he will not turn far from it." Proverbs 22:6

Purpose Statement: The mission of Central Baptist School is to provide education based in biblical truths.

Policy Statement: Central Baptist School is dedicated to providing children with a fun and safe environment. The program includes children from 15 months through 6th grade. During the summer months, we will provide a variety of activities such as crafts, indoor and outdoor games, story time and/or rest time, bible study, devotion time, and swimming. _____**Int.†**

Central Baptist Church

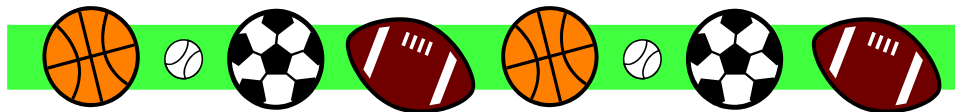
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Hours of Operation: Monday –Friday 6:00 a.m. to 6:00 p.m. If your child remains at the facility after 6:00 p.m. there will be a \$10.00 per child fee every 5 minutes after 6:00 p.m. If you are more than 15 minutes late we will contact the next person on your contact list. _____Int. †

Holidays: The center will be closed on the following holidays:_____Int. †

| | |
|-------------|------------------------|
| August 8 | Teacher Workday |
| August 9 | Teacher Workday |
| September 3 | Labor Day |
| November 22 | Thanksgiving |
| November 23 | Thanksgiving |
| December 24 | Christmas |
| December 25 | Christmas |
| January 1 | New Year's Day |
| January 21 | Martin Luther King Day |
| February 18 | Presidents day |
| April 19 | Good Friday |
| May 27 | Memorial Day |



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Tentative Outline DAILY Morning Schedule

6:00am Door open, Children will be able to play games or watch cartoons, finish homework, eat breakfast and socialize with their friends.

7:20am Southside students Depart for school

7:40 am Walker Students Depart for School

7:45 Rocky Bayou children are walked to their classes

8:00 am Riverside Bus arrives for pickup

8:15 Central preschoolers go to their classes

8:30 all parents should contact the office if needing information after this point.

Tentative Outline DAILY Afternoon Schedule

This is a Tentative draft Schedule for children 15 months(walking) thru 5 that have not started kindergarten.

2:00 pm Children Start to arrive, Free time, Stories Read, Christian Music, Games

3:30 pm Snack time

3:45 pm Children break up into groups. They will rotate every 45 min. to each station. Stations include Homework, Physical Activity (outside time, Gym Time, Physical Activities), Bible Study (learning Books of the bible, Stories of the bible, etc.)

5:00pm Game time, Extra homework help, Clean up

6:00pm Kidcare Closes

Preschool Outline Daily Schedule

8:15am Preschool Children Arrive

Your child will receive a schedule specifically for his/her class during orientation. If you have any questions regarding the schedule, please speak with Kirsten Mixon or the teacher of your child.

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2:00pm Part time preschool children dismissed. Afternoon KidCare Program Begins



Field Trips are being scheduled! We love to give our children an opportunity to explore the environment outside of our facility. We will let you know the cost and date of each trip so that if you are available to attend you can adjust your schedule. Your child will need a Field Trip release form signed in advance to leave our facility. If we do not have a signed permission slip form, then your child can NOT go on the Fieldtrip and it is your responsibility to make other Childcare arrangements. We will not ensure that there will be a staff member on premises to watch your child on fieldtrip days. Some Field Trips will come to us in the form of guest speakers. Due to unforeseen weather conditions this schedule may be adjusted.

Central Baptist School Handbook: applies to School, Kid Care, and Kid Camp unless specified. _____Int

Returned Check Fee: A \$35.00 charge will be assessed on all returned checks (Rates subject to change according to bank charges). _____Int. †

Sign In/Out Procedures: Parents or authorized person must sign in and out each child every day. We know this procedure is an inconvenience, but it is for the safety for your child. We stress safety and security over convenience. Parents or authorized persons are the only ones allowed to pick up your child. We must be notified in writing if someone other than those listed on your enrollment forms wish to pick up your child. We will require picture identification from anyone we have not seen before. Preschool Children must be signed in by 9:00am. Late arrivals may be turned away for the day, unless arrangements are made in advance.

If there is ever a custody dispute involving your child that restricts one parent's right, please provide us with a copy of the court order. Without this proper documentation, we cannot prohibit a parent from removing his/her child from School. _____Int. †

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Illnesses and Emergencies: Children who are ill may not attend School. If a child has a fever of 100.4 or higher, vomiting, very loose stools, and rash that child can NOT attend School for 24 hours. A list of communicable diseases is attached in this handbook. We try to make every attempt to give every child a healthy environment. If your child becomes ill while in care we will isolate him/her and you will be required to pick the child up within 30 minutes. In case of emergency as determined by School staff, the paramedics will be called and the parents will be notified immediately. Parents will be responsible for all cost incurred in such emergencies. Parents will be responsible for updating any pertinent changes in address, phone numbers, or health information concerning their child as soon as changes occur. _____ **Int. †**

Termination: If Central Baptist School had to close for any reason all children currently enrolled will be given a two-week notice. This would allow each parent to find alternate care for their child. School staff reserves the right to terminate care effective immediately for any reason.

A two-week written notice from the parents is required when withdrawing your child from Kid Care. Moving a child out of town or to another center causes feelings of loss for your child, other children in care, and staff members. We need a two week notice to make this transition as smooth as possible. We may ask that you participate in a brief exit interview so that you can help us continue to improve our future services. _____ **Int. †**

Discipline: We believe that given the proper environment and guidance children will behave acceptably. We believe that communication is the key to successful discipline.

If a child hurts another child or staff member, leaves church property, vandalize property, or shows unacceptable behavior, School staff will give written notice to the parents and a copy will be kept in the child records. After three write ups your child will have a suspension time of no more than 2 days, unless the infraction warrants suspension before the three write ups. Any further violation will result in his/her immediate dismissal. Central Baptist School wants to provide a safe environment for all children and staff that attend. We believe that communicating with the child will solve any potential difficulties with behavior. _____ **Int. †**

When children misbehave, we:

1. Redirect your child to a more appropriate activity.
2. Provide an opportunity for children to sit away from the activities for 1 minute per the child's age.
3. Provide a written notice to parent and document the violation.
4. Suspension after three written violations.
5. Termination

****In the event that a child leaves the premises and cannot be found or will not return, the parents will be notified immediately in addition to the police. _____ **Int. †****

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Minimum standards for child discipline practices shall insure that age appropriate, constructive discipline practices are used for children in care. Such standards shall include at least the following requirements:

1. Children shall not be subject to discipline, which is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other physical punishment prohibited. _____Int. †

Supervision Policy:

1. Children will be continuously supervised by Central Baptist School employees.
 - A. Except in the restroom, children will be within sight of School staff.
 - B. Children will under no circumstances be allowed in the kitchen area. Doors to kitchen will remain locked at all times.
 - C. All volunteer help, including church members and student's tutors will operate only in full view of school staff.
2. All materials videos, DVDs, electronic games and music must be pre-approved by school staff. G-rated materials are pre-approved. _____Int. †

Kid Care/Preschool Vacation: We encourage family togetherness and we will be offering one week of vacation time per family, per year. You will not be charged for those days. Prior to being gone you must notify the School staff, in writing, of the dates you are planning to be gone. Failure to do this will result in you being charged for the week. _____Int. †

Enrollment: There is a one time \$25.00 enrollment fee per child. According to Florida Child Care Licensing standards, Signed handbook and enrollment form for each child. You must have all of the above forms completed and returned by the first day your child is in care. Please make sure all information in the enrollment packet is current and up to date. For the safety of your child is important that we have all the correct information on your child. All children upon enrolling in School have a two-week trial period. This period is for your child as well as all children in care. During in the trial period you, your child or Central Baptist staff may terminate care immediately. _____Int. †

Medication: † All Medicine must be turned into the office upon drop-off. A Medication form must be completed, and your child's medicine will be kept in a locked box until time for him/her to receive it. The medicine will be logged daily to show when and what was given.

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Personal Items: Your child is allowed to bring items here to play with, at your own risk. Central Baptist Kid Camp will not be responsible for any damaged, lost, or stolen items. Therefore, if it is of great value or cannot be replaced easily please do not bring them to Kid Care/ Kid Camp.

_____ **Int. †**

Non-discrimination Policy: Children will be admitted to Central Baptist Kid Camp regardless of race, gender, religion, or national origin and in compliance with the Americans with Disabilities Act.

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultation with the parents, the staff who will be involved, and any other appropriate individuals. Additional consultations may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

_____ **Int. †**

Photography: By initialing the line below you are granting Central Baptist Kid Camp staff to take photos of your child. These photos may be shared with others. We like to share some of the activities that your child may do while in care. _____ **Int. †** If you wish for your child's picture not to be taken please initial here _____ **Int. †**

Preschool Supply List: A preschool supply list will be given to you at the time your child has been accepted into the Program. It is your responsibility to make sure that your child has the materials that are needed to ensure a successful day.

****By signing this handbook agreement, the parent has read and understands all policies. This handbook will be terminated immediately by Central Baptist School for failure to observe any of the agreements listed in the handbook policy.*

Parent's Signature

Date

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Kid Care/Preschool Rules

“Therefore, whatever you want men to do to you, do also to them ...”

1. Honor God with our thoughts, words, and actions.
2. No Profanity
3. No Gum
4. No Weapons (i.e. knives, lighters, or any sharp objects.)
5. Respect personal space, rights, and property of others.
6. No bullying or intimidating behavior will be tolerated.
7. Follow the directions of the School staff.
8. No Student may leave the building unless accompanied by a parent, guardian, or camp staff member.
9. Only one child in the restrooms at a time.
10. No student will be allowed at the pool without camp staff supervision.
11. To insure the safety of your child athletic shoes and socks are required for all gym floor activities.

_____ **Int. †**

Communicable Disease Policy

Fever 100.4 or higher: May return after fever has subsided at least 24 hours without the aid of medication.

Vomiting (2 within 8 hours): May return 24 hours after last episode.

Diarrhea (3 within 8 hours): May return 24 hours after last episode.

Skin irritations or rashes: May return with Doctors note identifying not contagious.

Ring Worm: May return 24 hours after initial treatment; Must be covered.

Chicken Pox: May return 6 days after onset of pox/sores have dried and crusted.

Hand, Foot, & Mouth: May return after 24 hours without fever.

Impetigo: May return 24 hours after initial treatment.

Measles: May return 6 days after rash appears.

Scabies: May return 24 hours after initial treatment.

Lice: May return louse and nit FREE.

Mumps: May return 9 days after onset or once swelling subsides.

Strep Throat: May return 24 hours after initial treatment and fever free (without the aid of medication) for 24 hours.

Uncontrolled Cough, Difficulty Breathing: May return when child can participate comfortably in center activities.

Pink Eye: May return 24 hours after initial treatment.

Fifth Disease: May return 24 hours after initial treatment and fever free (without the aid of medication) for 24 hours. _____ **Int. †**

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Kid Care/ Preschool Rates

Kidcare/ Preschool Registration Fee (Non-Refundable)

IF your child is currently enrolled in Kidcare/preschool this fee is waved

Curriculum Fee: (Non-Refundable)

This fee is set up to cover the expenses of books and Materials that are needed to ensure
that your child is receiving a Christ centered education.

******* SUMMER CAMP ROC RATES *******

Preschool

| | |
|---|----------|
| Registration/ Enrollment Fee | \$25.00 |
| Curriculum Fee | \$100.00 |
| Preschool Weekly Fee (5 Days A week) 6am-6pm | \$150.00 |
| Part Time Preschool Fee (Monday, Wednesday, Friday)8:30am-2pm | \$90.00 |

Kidcare (before and after school program)

| | |
|------------------------------|----------|
| Registration/ Enrollment Fee | \$25.00 |
| Kidcare Weekly Fee | \$75.00 |
| Full Day Weekly Fee | \$120.00 |

(This is the price if your child attends during a holiday week)

Sibling Discount \$10 Per Child(Weekly)

INITIAL AMOUNT DUE

TOTAL AMOUNT DUE PER WEEK

Total amount during a holiday week

Parent's Signature

Date

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SEVERE WEATHER PLAN!

In the case of severe weather, the following procedures will be adhered to:

1. All staff and children will be gathered in the hallways of the facility.
2. Children will remain in place until told to exit the area by a staff member or emergency personnel.
3. If the building suffers structural failure and evacuation must take place, the children will be escorted to the SLING located near the office.
4. All children will be picked up by an appropriate guardian.
5. We will up-date the pick-up list and roster monthly and carry it with us.

_____ **Int. †**

LOCK DOWN PROCEDURE

In the event of an intruder on the campus, or incident in the immediate area, Central Baptist preschool School, Kid Care or Kid Camp will go into immediate lock down. All doors will be locked and no one will leave or enter the building. A staff member will make contact with Police by telephone, land line, or cell phone.

1. The door will not be opened until instructed by staff members or law enforcement to do so.
2. Parents of children involved in lock down will be gathered at the Central Baptist Office located across the street at 951 South Ferdon Blvd. (850) 682-5525.
3. Drills will be performed at least once a quarter.

In case of an evacuation students will be moved to the Central Baptist SLING across the street where they will be picked up by an appropriate guardian.

_____ **Int. †**

Written by Central Baptist Staff 3/26/18
To be reviewed annually

FIRE SAFTY PLAN

In Case of fire in the Children's wing, the following procedures will be followed:

1. Remove all people form danger
2. The teacher will lead the children outside to the SLING following the posted escape route for their location.
3. Notify Fire Department by calling 911
4. Each teacher is responsible for the children in their group. The director on duty will retake roll once the children are gathered at the sling.
5. Fire Drills will be held once per month.
6. If you have any questions or concerns regarding these procedures, please contact the KidCare Director at 850-682-5525, ext. 102.

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Child's Information:

School Care Information:**Family Information:****Mother's or Female Guardian's Information:****Father's or Male Guardian's Information:**

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Students Need to Provide a Copy of their shot Records and a Current Physical
all Students 5yrs and younger need a copy of their birth certificate

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Phone: _____

Address: _____

Doctor: _____ Phone: _____

Address: _____

Doctor: _____ Phone: _____

Address: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern: _____

Other helpful information about your child/ren:

By signing below, you verify that you have received the above items and that all information on this enrollment form is complete and accurate and that you have received and reviewed the Central Baptist School Policies and Procedures.

Signature of Parent/Guardian

Date

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How did you hear about Central Baptist Church? _____

Has Your Child Attended Daycare anywhere else? _____

Reason For leaving? _____

Was your Child Dismissed? _____

Emergency Contact & Release Information

In case of illness, accident, or emergency the following people may be contacted and are authorized to remove my child from the facility. They must present proper identification. If you need to provide additional names. Please submit on a separate sheet of paper. Please list the relationship to the child below.

Name: _____ Relationship _____ Phone _____

Name: _____ Relationship _____ Phone _____

Name: _____ Relationship _____ Phone _____

Name: _____ Relationship _____ Phone _____

Is there anyone that, by law, is not permitted to see or pick up your child? Please list below and provide supporting legal paperwork.

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

I have read, Fully understand, and agree to comply with the Central Baptist KidCare policy and Procedures. I also understand my child's Enrollment may be terminated immediately by Central Baptist KidCare for failure to observe any of the agreements listed in the handbook. By signing this statement, I verify that all the information submitted on this application is complete and accurate.

Signature _____ Date _____

Printed Name of Parent/Guardian _____

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Permission Slip for Private Vehicle Use

I, _____ hereby grant permission for Central Baptist Kid Camp to use a personal owned vehicle (POV) when transporting my child/ren when necessary. I do understand that if a personal owned vehicle must be used; a School staff member will drive the vehicle. By signing this permission slip, you are also agreeing to release and hold harmless of a liability Central Baptist Church and Central Baptist School/ Kid Camp staff.

_____ Yes, I do grant permission for my child to be transported in a privately-owned vehicle.

_____ No, I do not grant permission for my child to be transported in a privately-owned vehicle.

Parent/Guardian Signature

Date

Pool Use Permission Slip

I, _____ grant my child _____ permission to use the pool at Central Baptist School/Camp ROC. Your child must bring a modest swim suit, sunscreen, a towel and any other items your child may need (such as a life vest with adjustable strap between the legs). By signing this permission slip, you are also agreeing to the release and hold harmless of a liability Central Baptist Church and Central Baptist School/Kid Camp staff. Please check no and do not sign below, if you do not feel comfortable with your child using the pool.

_____ **No, I do not grant permission for my child to use the pool.**

Parent/Guardian Signature

Date

Photography/ Videography Permission Slip

I, _____ grant permission to Central Baptist Church Staff to Photograph or Video my child while participating at Central Kid Camp. I understand that Photographs or videos taken may be posted on Central Baptist Church's Website, Facebook Pages, Newsletter and/or used in promotional Material.

_____ Yes, I do grant permission for my child to be photographed/Video.

_____ No, I do not grant permission for my child to be photographed/Video.

Parent/Guardian Signature

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Kid Care/Preschool Financial Contract

_____ **Agreement:** I understand that all weekly fees are due regardless of the number of days my child attends.

_____ **ELC Assistance:** If my child is receiving assistance from ELC, I understand that I am responsible for the payment of the assessed parent fee shown on my ELC Eligibility and Enrollment Form for School Readiness Services. I understand that Kidcare Fees may be more than the amount ELC has authorized to reimburse for my child's educational care and that I am responsible for any additional fees or charges.

_____ **ALL FEES ARE DUE MONDAY OF EACH WEEK** beginning the first day of Care. I understand the weekly fees may be paid bi-monthly or monthly, but they must be paid in advance. If the student's account is more than 2 weeks behind in payment, they will not be able to attend until all fees are current and will be considered for termination. Also, there will be a \$5 per day late fee charged to your child's account for each day that you are late on your payment starting two business days after the first day of weekly attendance.

_____ I further understand for every 5 minutes after 6pm that my child remains at Kidcare, a fee of \$10 per child will be added to my regular weekly fees. There is an additional charge of \$10.00 for each week the fee is late. There is a \$35.00 charge for all returned checks. When an account has received two returned checks, it will automatically be placed on a "cash only" status.

_____ As part of this agreement, I also understand the registration fee and Activities fee is non-refundable.

I, the undersigned, have reviewed this contract and do hereby agree to pay the charges and to abide by the stated terms and conditions.

Signature _____ **Date** _____
Printed Name of Parent/Guardian _____

State of Florida
County of Okaloosa

The Foregoing instrument was acknowledged before me this _____ **day of** _____ **in the year** _____
by _____ **who personally appeared and who is personally known**
to me or who has produced _____ **as identification.**

Notary Public, State of Florida