



# **Bethesda**

Child Development Center

**Parent Handbook**

**2019 - 2020**

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# 1. INTRODUCTION

## **1.1 Administration**

The Director meets qualifications and assumes the responsibility for the safe, efficient, and financially sound operation of services provided by Bethesda Child Development Center in accordance with the policies of Bethesda Community Church. The administrative team maintains and exceeds compliance with the Minimum Standards for Child Care Centers of the Texas Department of Protective and Regulatory Services. Additionally, the management team maintains compliance with health, state and fire safety regulations.

## **1.2 Employee Code of Conduct, Qualifications and Development**

The employees at the center are expected to follow a code of conduct, which includes portraying an example of Christ, treating the children with respect, using positive means of discipline, practicing good hygiene, being confidential with sensitive information, and providing a safe and challenging environment for the children.

Bethesda CDC mandates the following supplementary educational requirements for all staff members:

- Annual CPR and First Aide Certification
- Mandatory staff training meetings
- Extensive pre-service training
- Minimum of 24 hours of continuous education per year
- Orientation from the Director on knowledge of early childhood care and Bethesda CDC's higher level of care
- Additional out-sourced training from Texas State recognized childhood care training centers

All staff is required to have mandatory TB testing. Bethesda also recommends but does not require employees to acquire appropriate adult vaccinations according to the CDC adult immunization schedule. [www.cdc.gov](http://www.cdc.gov)

## **1.3 History**

Bethesda Child Development Center is an extension of the ongoing ministry of Bethesda Community Church. Bethesda Community Church has been an active part of the community for over 60 years. Bethesda has its roots in early revival meetings, in the stockyards, and was later called "Northside Assembly of God." Bethesda CDC, previously known as "Wee Wisdom Daycare" was founded in the fall of 1977, with the goal of reaching the church of the future... our children. Since then, enrollment has steadily increased, as the surrounding community has become aware of our services and quality care. Our desire for this ministry has been and still is, to bring praise and glory to our Lord and Savior, Jesus Christ while ministering to the childcare needs of our surrounding community.

***"I will be their God, and they shall be my people." II Corinthians 6:16***

## **1.4 Objective**

Our motivation to provide quality Christian care comes partly from the scripture in which Jesus states, ***"Suffer the little children, and forbid them not to come to me."*** Through the enabling of the Lord Jesus Christ, we provide a Christian atmosphere where the children are able to develop respect and appreciation for each other, themselves, and the world around them. It is our desire and prayer that this ministry be effective in meeting child care needs and helping to resolve issues facing families within

this community. As we do all things through Christ, we make an effort to partner with family members within our community and together become closer in fellowship with God.

We are thankful for the families that God sends us to walk along side of and realize that without being unified in prayer, effort, and the grace of God, our child care center would not exist.

Our goal is to aid each child in their individual development... mentally, physically, emotionally, and spiritually, as well as nurturing and training them in Godly principles. The children are challenged to progress at their own rate toward cognitive development, with enriched experiences promoting self-discipline and the ability to make choices.

***"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6***

### ***1.5 A Welcome From Our Pastor***

**Bethesda**....we hope that when you simply say the name, you will come to know who we are, what we do and how we do it.

#### **Who we are:**

We're a fellowship that has been in existence for many decades. In that time, the Lord has graced us to be a safe, stable church who gives value to integrity, character, and functioning in a way that gives honor to Him.

#### **What we do:**

We minister to people...real people...people who are navigating their way through the stuff of life...people who are willing to allow us to reach out and touch them. It is truly the drive and push within us to help you along your journey.

#### **How we do it:**

"Excellence" is a word that defines our goals in daily operations. Our leadership and staff take great effort to give their best...and we do it because we care.

Bethesda is multi-faceted in it's' ministry endeavors. Please take a good look around and see all that is available to you and your family. You will be warmly welcomed and invited to connect with us...and we'll ALL be the better for it!

*J. Daniel Smith*  
Senior Pastor

## 2. ENROLLMENT AND FINANCIAL

### 2.1 Enrollment Requirements

The Texas Department of Protective and Regulatory Services license Bethesda Child Development Center. The center does not discriminate on the basis of race, creed, color, disability, religion, or national origin. When a classroom becomes filled to capacity management reserves the right to assign available spaces to children of Bethesda employees.

Upon your child's first day of attendance, the following documents/payments are **required** for your child to begin at the center:

- Application for Enrollment (completed and signed)
- Immunization Record
- Health Form (signed and dated by the child's physician)
- F.A.R.E. (Food Allergy & Anaphylaxis Emergency Care Plan) for those children with food allergies or any child who needs an Epi Pen for any reason.
- Registration Fee (paid in full)
- Completed Electronic Funds Transfer (EFT) Authorization Form

Upon your child's eighth day of attendance, the following payments are **required** for your child to return to the center:

- Field Trip Fee (paid in full, if applicable)
- Activity and Curriculum Fee (paid in full, if applicable)

Additional requirements for Bethesda CDC students include, but are not limited to:

- Children who are enrolling in a K4 or K5 class must be fully potty trained.
- All four-year-old students must have a visual, auditory, and speech test by January of their fourth birth date (with results on file at the center, as required by the State Health Department).
- Updated Immunization Record or a notarized Affidavit of Exemption for Immunizations from the state of Texas.

Parent Handbook:

Bethesda operates on a school year schedule of August – July. Therefore, the parent handbook is updated and republished on the center website ([www.bethesdacdc.org](http://www.bethesdacdc.org)) each August for the coming school year. If there is ever a need for changes during the school year, the handbook will be updated and republished, and parents will be notified via email of the changes.

### 2.2 Financial Information

#### Weekly Fees

A chart of weekly and miscellaneous fees is enclosed in the each enrollment packet for that particular school year (August – July) as well as posted on our website. Bethesda CDC is a *full-week program*. Tuition is billed on Monday of each week. Weekly tuition payments are required regardless of absences due to illness, vacation or holiday time with family. Elementary school students, who we transport, and do not attend Bethesda CDC during holiday or spring break weeks will also be charged the normal weekly transportation tuition.

**NSF Check Fee (per incident)**

Charge.....\$25.00

**Late Pick-up Fee (per incident, per child)**

Charge after 6:00 p.m. ....\$1.00/minute  
(Fee will be posted the next business day and must be paid within 24 hours).

**Non- Notification Fee for After School Transportation (per incident, per child)**

Charge .....\$25.00  
(Fee will be posted the next business day and must be paid within thirty days).

**Delinquent Account:**

All families are required to have a completed EFT (electronic funds transfer agreement for direct payments) on file to keep the account from becoming delinquent. It is included in all registration packets. When an account becomes delinquent, payment will be applied to the account on file.

**Vacation:**

Families are given vacation weeks based on years of attendance. One week of vacation after one year and two weeks after two years or more of continuous attendance. Vacation is based on the student’s anniversary start date. Only children who attend for a full calendar year are eligible for vacation benefits. They must be continuously enrolled during the school year and the summer to be eligible. This benefit may not be carried over from year to year and will not be given early. It will also not carry over with a student withdrawal and then re-enrolls.

**Withdrawal:**

All families who wish to withdrawal from the center for any reason must submit the withdrawal a week in advance. In the event of a withdrawal, there is a one month waiting period to re-enroll in the center.

**Tuition and Fees Changes:**

All tuition and fees are subject to change for each school year. Our school year operates from August through July. If the fees and tuition will be changing for the upcoming school year, the changes will be made and published in July before the new school year starts in August.

**3. PROGRAM INFORMATION**

**3.1 Curriculum Overview**

Teachers in classrooms K1 through K2 will implement a balanced, age appropriate curriculum. The curriculum is designed and compiled to introduce young children to a well-balanced, appropriate level of learning through monthly themes.

Preschool consists of ages 3 through 5. The curriculum outlined below is designed to assist the children in their cognitive, physical, and character development. Our educational units meet the needs of each child at the appropriate developmental stage. Additionally, classroom activities and experiences enhance self-esteem, foster self-help skills, encourage individual solving skills, and develop positive social relationships. Teachers are available for conferences upon request.

To share your child's academic progress in preschool, we periodically access for skills your child has acquired.

Our staff member's role in our center-based learning environment is to...

- **Interact** with our children as they work and play
- **Model** supportive behavior for our children
- **Observe** and **Listen** to our children in learning centers
- **Utilize Observations** for planning and individualization for our children

### **3.2 Preschool Curriculum**

- **Bible:** The Word of God and Christian Development are implemented in all facets of learning through twelve monthly themes. Children are taught Christian character development through the introduction of the Fruits of the Spirit. Each monthly theme, developed through dramatic play, puppets, stories, and songs. Additionally, our staff minister Jesus to the children by exhibiting an example of Christ-like character, introducing the children to Jesus, teaching the children about the Bible, and through praise and worship.
- **Language/Phonics:** ABeka curriculum is used in all K2 – K5 classrooms and introduces children to the alphabet and focuses on alpha recognition and phonics. The Abeka units equip children with the necessary skills and knowledge needed to prepare them for beginning reading and writing.
- **Handwriting:** To prepare for kindergarten, Learning without Tears curriculum is used for all K3, K4, and K5 classrooms. This is a hands-on curriculum that teaches children about spatial awareness and the shapes of letters and gives them many opportunities to obtain proper handwriting techniques at a very young age as well as reinforce phonemic awareness.
- **Math:** Our math curriculum involves a focus on hands-on activities with manipulatives designed to help children recognize basic quantitative concepts and develop problem solving skills. Abeka also has units to support and introduce children to beginning numerical skills.
- **Science:** Science units are designed to foster curiosity that many children naturally have about why, what, when, where and how the world works. Children investigate concepts introduced each month such as: weather, plants, growing bodies and insects.
- **Social:** Social development is designed to help children see themselves as a part of a class or group with responsibilities. The activities in this unit are created to develop an awareness of each person's part in society.
- **Co - Curricular:** Every week children will have a different co-curricular activity assigned to a specific day depending on your child's age and class. The activities offered vary from year to year but will be a support to the holistic focus of developing each child.



### 3.3 Curriculum Outline

The following is a curriculum outline for the preschool year.

#### K1 – K2 Age Groups

Month / Theme	Color(s)	Shape	Bible
August / I am Special & Around the House	Rainbow	Triangle	Noah, Jonah, Joseph & The Armor of God
September / On the Farm & In the Forest	Brown & Green	Square	Samuel, Saul, David & Jonathon
October / Fire Safety & Community Helpers	Orange, Purple & Black	Oval	Dorcas, The Good Samaritan, Elijah & Elisha
November / Fall & Thanksgiving	Yellow & Brown	Triangle	10 Lepers, David, Ruth, Moses
December / Christmas	Red & Green	Star	Baby Jesus
January / Winter	Blue, White & Black	Circle	Bible Heroes
February / Love, Nursery Rhymes, Dental Health	Red, Pink & Purple	Heart	Esther, Prodigal Son, Jericho & Paul
March / Dinosaurs & Fairy Tales	Green & Yellow	Diamond	Creation
April / Baby Animals & Plants	Orange & Blue	Octagon	Easter
May / Bugs	Pink & Purple	Rectangle	Mothers are Special
June / At the Beach & Circus Fun	Yellow & Orange	Circle	Abraham, Sarah, Isaac & Jacob
July / Outer Space & Transportation	Red, White & Blue	Star	Miracles of Jesus

#### K3 – K5 Age Groups

Month / Theme	Letters / Phonics	Word Time	Math	Science	Bible	Fruit of the Spirit
August / Birthdays & All About Me	Letters In My Name	Social Behavior	Free Exploration Introduction	Explore Science Centers	Noah, Jonah, Joseph & The Armor of God	N/A
September / Back to School	A E I O U	School	Free Exploration Groups	My Five Senses	Samuel, Saul, David & Jonathon	Self-Control
October/ Fall / Fire Safety & Community Helpers	B C D	My Body	Counting	Nutrition, Fire Safety & Stanger Danger	Dorcas, The Good Samaritan, Elijah & Elisha	Kindness
November/ Thanksgiving	F G H	Transportation	K3: Counting K4: Pattern One	Personal Hygiene & Germs	10 Lepers, David, Ruth, Moses	Faithfulness
December /	J K L	Celebrations	Sorting	Living &	Baby Jesus	Peace

Christmas			&Classifying	Non-Living		
January / Winter / Phone #'s & Addresses	M N P	Work	K3: Sorting & Classifying K4: Comparing	Seasons, Weather & Time	Bible Heroes	Goodness
February/ Presidents & Dental Health	Q R S	Health	K3: Pattern One K4: Number @ Concept Level	Animals & Habitats	Esther, Prodigal Son, Jericho & Paul	Love
March / The Earth	T V W	Earth	K3: Pattern One K4: Number @ Connecting Level	Plants & Taking Care of God's World	Creation	Patience
April / Easter	X Y Z	Animals	K3: Comparing K4: Number @ Symbolic Level	Baby Animals	Easter & The Resurrection	Joy
May / Graduation & Review	Review	Construction	K3: Review K4: Pattern Two	Insects	Mother's Are Special	Gentleness
June / Circus	A E I O U B C D F G H J K L	Play	Math Review	Ocean Exploration	Abraham, Sarah, Isaac & Jacob	N/A
July / Outer Space	A E I O U M N P Q R S T V W X Y Z	Sky	Math Review	Space	Miracles & Parables of Jesus	N/A

### 3.4 Field Trips

Children are eligible to attend off campus field trips when they are 3 years old or older and completely potty trained. Children under 5 years of age will need to be provided with a car seat for each off-campus field trip. Typically, field trips correspond with curriculum to extend the educational process. Field trips are sometimes postponed or canceled due to van availability or inclement weather and occasionally cannot be rescheduled.

- **Permissions Forms:** A field trip release must be signed at the time of enrollment. In addition to the initial release form (located on the child's Application for Admission registration form), a field trip permission slip must be completed for each individual trip. This form authenticates the parent's knowledge of the exact location of their child when away from the Bethesda campus.
- **Transportation:** Classroom ratios are superior to those mandated by the State of Texas and these quality child-staff ratios are maintained on trips away from the center as well. Additionally, each child wears an individual seat belt in our vehicles, as required by State Licensing. Elementary aged summer day camp utilizes the Bethesda Christian School bus on many of their summer field trips.

- **Volunteers:** Parents and guardians are welcome to attend field trips. A list of Field Trip Guidelines is presented to inquiring parents, guardians, or additional persons visiting our center or attending field trips away from campus. Parents/guardians are responsible to pay any applicable fee for activities they attend.

### **3.5 Gross Motor**

As part of our developmentally appropriate program, children spend time outside or in the gym each day. During this time children participate in activities to help develop their gross motor skills as well as investigate their outdoor environment. Children should be dressed appropriately for the weather. Teachers and office staff must be notified if a child is not permitted to go outside.

- **Cold Weather:** Children may go outside if the temperature is over 50° for outside playtime. When the temperature is under 50°, they may not go outside but will have inside physical activities in place of their playground time.
- **Hot Weather:** Children may go outside if the temperature is less than 95° degrees for outside playtime. When the temperature exceeds 95° degrees they may not go outside but will have inside physical activities in place of their playground time. Sunscreen of SPF 30 is also applied to each child during the hot summer months, unless a parent authorizes differently on the child's enrollment information.
- **Inclement Weather:** Anytime the weather is cold, damp, or windy, children need to wear coats, caps, hoods, and/or gloves. Please send your child dressed appropriately for outdoor activities.
- **Water Activity:** During the summer months older classrooms will be given the opportunity to participate in designated Splash Days. Splash days are scheduled in advance to give families notice to bring their child's swim gear and a change of clothes.

Children who are allowed to participate will need to be provided with a swimsuit, towel, pool or water shoes, and sunscreen. All items must be labeled with the child's name. Sunscreen of SPF 30 is applied during all water activities, unless otherwise requested by parents on the child's enrollment information.

### **3.6 Parties, Activities and Special Events**

The center celebrates the following Holiday dates with a class party during the year, including, but not limited to:

November: Thanksgiving Feast  
 December: Jesus' Birthday  
 February: Valentine's Day  
 March/April: Easter

- **Preschool Pictures:** Traditionally, individual preschool pictures are taken in September and class group pictures are taken in the Spring. Additional

photography opportunities may take place throughout the year. Parents or guardians are under no obligation to purchase these pictures.

- **Halloween:** BCDC does not participate or acknowledge Halloween. We choose to celebrate and focus on the season of Harvest and celebrate the season with pumpkin patch festivities.
- **Thanksgiving Feasts:** Thanksgiving feasts are held in each classroom during the month of November.
- **Christmas:** In celebration of the birth of Jesus, a Christmas program presented by the children is held in December in the church sanctuary. This is a special time for our children to share the love of Jesus with their parents, family, and friends.
- **Easter:** The celebration of the resurrection of Jesus is a special time for the children at Bethesda. The center will have class Easter egg hunts but use the eggs and the colors of the eggs to draw the focus to Jesus. BCDC does not acknowledge the Easter Bunny.
- **Pre-K Graduation:** The year-end program is presented by the K5 classes promoting to Kindergarten. This program gives families an opportunity to celebrate this momentous milestone and provide a special time of fellowship for our families and staff members.

### ***3.7 School Age After School Transportation & Care, Summer / Holiday Care***

Bethesda offers multiple options for school age children ages 5 – 12yrs old. Afterschool transportation and care is offered from various elementary schools each school year. The list of schools will change based on family interest and transportation logistics, the office will have a list of the available schools beginning in August for the perspective school year. Care is also offered for school age children during school breaks, holidays, and summer.

Due to the state license Bethesda holds, school age children and families are held to the same rules and regulations applied to preschool age children while in our care.

## **4. COMMUNICATION**

### ***4.1 Child Abuse***

Bethesda Child Development Center employees are trained on recognizing the symptoms of abuse and stress. Furthermore, it is required by law to report suspected abuse or neglect (sexual, physical, or emotional) to Child Protective Services. The DFPS child abuse hotline and other information pertaining to the regulations put forth from the state of Texas are located on the parent board outside our office. This will also contain warning signs to watch for and prevention techniques for child abuse and neglect. The state licensing website is available to you anytime at [www.dfps.state.tx.us/child\\_care/](http://www.dfps.state.tx.us/child_care/).

## **4.2 Parent Involvement**

One of the best ways for parents to be involved with their child's center is to be aware of daily events through classroom interactions with teachers, class calendars, monthly email bulletins and the center website. Some examples are: Grandparents Day, Donuts for Dad, Muffins for Mom, Rodeo Day, STEAM University and Field Day. Additionally, parents participate by bringing requested items to class for special events or craft activities.

- **Volunteer Time:** Parents are welcome to volunteer for any occasion or activity at the center. Bethesda CDC has an open door policy extended to our parents and guardians, encouraging you to participate with your child. Please speak directly to your child's teacher regarding each special event.
- **Fund Raisers:** Fund-raisers will be offered from time to time for families who wish to participate. Bethesda CDC families will be notified of upcoming benefit event. Proceeds from these events will be used to purchase items above the cost of tuition for the center.

## **4.3 Parent-Teacher Conferences and Interaction**

Open communication between parents and teachers is vital to the proper care of children. We encourage parents to talk informally with the child's teacher and feel free to ask questions. Time and the staff/child ratio do not permit this contact when children are arriving or being dismissed to their parent and/or guardian. Therefore, we require that parents/guardians not distract teachers or caregivers from the children by initiating conversation during class time. Remember, it is important not to talk about the children in front of them, other children, or parents, except when it is to recognize an achievement.

Parent-teacher conferences may be scheduled through the office at any time. A note is also effective in sharing information or concerns when parents are on a tight time schedule.

Additionally, parents who have concerns or complaints should direct their suggestions and criticism to the Director. Parents may contact the center office to set up an appointment with the Director to discuss concerns or comments. We greatly appreciate parents who lift the center up in prayer, talk in a positive manner, and partner with us to promote a positive learning experience for all children.

## **4.4 Records**

- **Attendance:** The center keeps daily attendance records of children and staff for the previous three months. Parents/guardians are responsible for signing their child in and out each day on daily attendance sheets.
- **Enrollment:** Due to state licensing standards, enrollment records must be submitted to the center before admission and will be kept on file for as long as the child remains at the center. The center must be notified immediately of any changes in information given at enrollment. It is imperative that parents/guardians keep their child's enrollment records current.

It is very disconcerting when a child is ill and the parent/guardian's work numbers are invalid, the home number has been changed and is now unlisted, and their emergency contact numbers are not current. We ask that

parents/guardians be proactive and make all necessary updates to their respective child's records **immediately** upon the known change.

- **Accident Reports:** All accident reports are completed immediately and kept on record for three months. In the case of injury the teacher will complete a "Boo- Boo" report. Parents will receive a courtesy call with regard to a minor injury in addition to the completed form.
- **Minimum Standards:** A copy of the Minimum Standards from the Texas Department of Human Resources is located in the center office and can be viewed upon request along with liability insurance documentation and center operational policies. Most recent inspections made by required organizations (The Tarrant County Public Health Department, Fire Inspection for Day Care Centers, Gas Line Test Report, Consumer Health Division Inspection Report, Texas Department of Health/Retail Foods Division, Texas Department of Protective and Regulatory Services and the Texas Commission on Fire Protection Licensing Investigations Bureau) are posted on the main bulletin board next to the center office.

## 5. HEALTH

### ***5.1 Communicable Diseases and Illness***

Childcare facilities are notorious for the spread of illness and diseases, due to the ages of the children served. In order to effectively control this problem, Bethesda CDC vigorously enforces the policy of exclusion regarding sick children. This is done not only for the protection of the other children, but also for the well-being of the child who is ill. It is very difficult, in a group setting, for a sick child to receive the individual attention and nurturing that he or she needs to get well. It is imperative for parents to arrange alternate care for their child BEFORE it is needed.

If children become ill at the center, care will be provided for a short time, while parents or guardians are notified. Bethesda CDC is not set up to care for sick children for any length of time, so it is important that children are picked up quickly. Parents must make arrangements in advance with an alternate caregiver to alleviate any problems when their child becomes ill. Sources for care are family, friends, neighbors, and/or people within the church. Bethesda CDC reserves the right to exceed the standard of care regarding illness and/or communicable disease criteria.

Children who display the following symptoms in the past 24 hours will not be allowed at the center. If any of these symptoms occur while in our care, your child will be sent home immediately. Upon being sent home, the child cannot return to the center until he or she has been completely free of any of these symptoms for a full 24 hours without medication or with a doctor's note.

- Temperature greater than 100.0° degrees
- Yellow or green discharge from the eyes
- Vomiting (more than two)
- Diarrhea (more than three)
- Any rash other than diaper rash

- Extremely lethargic behavior

If a child has been diagnosed with a reportable communicable disease, it is necessary for the parent or guardian to notify Bethesda CDC office immediately. When a reportable communicable disease has been reported a notice will be posted outside the child's classroom.

A list of illnesses and communicable diseases, with re-admission criteria are listed below

Condition	Early Sign(s)	Exclude from Attendance	Re-admission Criteria:
AIDS/HIV infection	Weight loss, generalized swelling of the lymph nodes, failure to thrive, chronic diarrhea, tender spleen and liver. Individuals with HIV infection may be asymptomatic.	No, unless child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered poses a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chicken pox outbreaks in school that may pose a health threat to the immunosuppressed child.	Not applicable.
Amebiasis	Intestinal disease may vary from asymptomatic to acute dysentery with bloody diarrhea, fever and chills. Parasite may disseminate to other internal organs.	Yes	After treatment is initiated.
Campylobacteriosis	Sudden onset of diarrhea, abdominal pain, fever, malaise, nausea and vomiting.	Yes	After diarrhea and fever subside for a minimum of 24 hours.
Chicken Pox	Fever and rash consisting of blisters that may appear first on head, and then spread to body. Usually 2 or 3 crops of new blisters that heals leaving scabs.	Yes	When all lesions are crusted over or after 7 days from onset of rash, except immunosuppressed individuals should not return until all blisters have crusted over (may be longer than 7 days). The center office must inspect Child BEFORE returning to class.
Common Cold	Runny nose, watery eyes, general tired feeling, cough and sneezing.	No	When fever subsides for a minimum of 24 hours.
Conjunctivitis, Bacterial and/or Viral (Pink Eye)	Red eyes with some discharge or crust on eyelids.	Yes	May return 24 hours after beginning medication and eyes are showing signs of improving. Children excluded from a school or child-care facility for a communicable disease may be readmitted by either a written certificate from a physician or a permit issued by the local

			health authority. Allergic conjunctivitis is not contagious but must have a physician's note on file stating such a continuing condition.
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Coxsackie Virus Diseases (hand, foot, and mouth disease)	Rash in mouth, hands (palms and fingers), and feet (soles).	No	Not applicable
Cryptosporidiosis	Diarrhea, which may be profuse and watery, preceded by anorexia and vomiting in children. The diarrhea is associated with abdominal pain.	Yes	After diarrhea subsides for a minimum of 24 hours.
Cytomegalovirus (CMV infections)	Usually asymptomatic. Congenital CMV infections may result in hearing loss, pneumonia, eye inflammation, and growth and/or mental retardation.	No	Not applicable.
Diarrhea (such as salmonella, shigella, campylobacter, cryptosporidiosis, rotavirus, E. coli 0157:H7)	Varies according to causative agent, symptoms may include nausea, vomiting, diarrhea, stomach cramps, headache, blood and/or mucous in stool, fever.	yes	Exclude until diarrhea has resolved for a minimum of 24 hours or until cleared by child's physician/health department. Antibiotic treatment may be recommended in some cases.
Escherichia coli (E. coli) infection	Profuse, watery diarrhea, sometimes with blood and/or mucus, and abdominal pain. Fever and vomiting may occur.	yes	After diarrhea and fever subside
Ear Infections	Redness of the ear, fever and irritability.	No	No restrictions if being treated by a physician and child is free of fever for a minimum of 24 hours.
Fever	Oral temperatures of 101.0° or greater	Yes	When fever subsides for a minimum of 24 hours.
Fifth Disease (erythema infectiosum) Human Parvovirus	Redness of the cheeks ("slapped face" appearance) and body. Fever does not usually occur.	No, unless fever is present	When fever subsides for a minimum of 24 hours.
Gastroenteritis, Viral	Stomachache, nausea, diarrhea (6 or more watery, loose stools per day). Fever does not usually occur.	Yes	When diarrhea subsides for a minimum of 24 hours.
Giardiasis	Gradual onset of stomachache, bloating & diarrhea. May recur several times over a period of weeks.	Yes	When diarrhea subsides for a minimum of 24 hours.
Head Lice	Itching and scratching	Yes	When one medicated



(peiculosis	of scalp. Pinpoint white eggs (nits) that will not flick off of the hair shaft.		shampoo or lotion treatment has been given and child's head is nit free. The child must be inspected by the Center office BEFORE returning to class.
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Hepatitis, Viral, type A	Abrupt onset of fever, tired feeling, stomachache, nausea, or vomiting followed by jaundice. Young children may have mild case of diarrhea without jaundice.	Yes	After one week from onset of illness and child has been free of fever for a minimum of 24 hours.
Hepatitis, Viral, type B	Gradual onset of fever, tired feeling, loss of appetite, followed by jaundice.	No	Not applicable.
Herpes Simplex (cold sores)	Blisters on or near lips that open and become covered with dark crust. Recurrences are common.	No	Not applicable.
Impetigo	Blisters on skin that open and become covered with yellowish crust, fever does not usually occur.	Yes	After two days of effective therapy.
Infectious Mononucleosis	Variable, generally asymptomatic in infants and young children. Symptoms when present include fever, fatigue, swollen lymph nodes and sore throat.	No, unless fever is present	When physician gives a release note and when fever subsides for a minimum of 24 hours. Some children with fatigue may not be physically able to return to school until symptom free.
Influenza	Rapid onset of fever, headache, sore throat, cough, chills, lack of energy and muscle aches.	Yes	When fever subsides for a minimum of 24 hours
Measles (rubeola)	Runny nose, watery eyes, fever and cough. Blotchy red rash appears on the 4 <sup>th</sup> day after prodromal symptoms	Yes	After 4 days from rash onset. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after the last rash onset occurs.
Meningitis, Bacterial	Sudden onset of fever, headache, and stiff neck, usually with some vomiting	Yes	Children excluded from a school or child-care facility for a communicable disease may be readmitted by either a written certificate from a physician or a permit issued by the local health authority.
Meningitis, Viral	Sudden onset of fever, headache, usually with some vomiting	No, unless fever is present	When fever and vomiting subsides for a minimum of 24 hours
Meningococcal infections	Sudden onset of fever, intense headache,	Yes	A written certificate from a physician or a permit

(meningitis, meningococemia)	nausea and often vomiting, stiff neck, and frequently a reddish or purplish rash on the skin or mucous membranes.		issued by the local health authority;
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Mononucleosis, infectious	Variable. Infants and young children are generally asymptomatic. Symptoms, when present, include fever, fatigue, swollen Lymph nodes, and sore throat.	Yes	When a physician decides or after fever subsides. Some children with fatigue may not be physically able to return to school until symptoms subside.
Mumps	Swelling over jaw in front of one or both ears. Pain in cheeks made worse by chewing	Yes	After 9 days from the onset of swelling.
Otitis Media (ear ache)	Fever, ear pain. May follow respiratory illness	No	Not Applicable
Pertussis (whooping cough)	Low-grade fever, running nose, and cough lasting about 2 weeks, followed by paroxysmal coughing spells and “whoop” on inspiration	Yes	After completion of 5 days of antibiotic therapy.
Pharyngitis, nonstreptococcal (sore throat)	Fever, sore throat, often with large, tender lymph nodes in neck.	No, unless fever is present	When fever subsides for a minimum of 24 hours
Pinworms	Perineal itching	Yes	After an effective treatment has been given.
Ringworm of the body	Slowly spreading, flat, scaly, ring-shaped spots on skin. The margins may be reddish and slightly raised.	Yes	Affected area must be covered while interacting with other children. Also, to return to the Center the child must have a physician's statement.
Ringworm of the scalp	Slowly spreading, balding patches on scalp with broken-off hairs	Yes	When treatment has begun the child must have a physician's statement. The affected area must be covered while interacting with other children.
Rubella (German measles)	Cold-like symptoms, swollen tender glands at back of neck, and changeable pink rash on face and chest	Yes	When fever and rash have ceased for 24 hours and/or after 7 days from rash onset. In an outbreak, un-immunized children should be excluded for at least 3 weeks after last rash onset occurs.
Salmonellosis	Sudden onset of fever, abdominal pain, diarrhea, sometimes vomiting	Yes	When diarrhea and fever subside for a minimum of 24 hours
Scabies	Small, raised red bumps or blisters on	Yes	When treatment has begun. Area must be

	skin with severe itching		covered while interacting with other children.
Shingelosis	Sudden onset of fever, vomiting and diarrhea	Yes	When diarrhea and fever subside for a minimum of 24 hours

Sinus Infection	Fever, headache, greenish to yellowish mucous for more than one week	No	Not Applicable
Shigellosis	Sudden onset of fever, vomiting, and diarrhea which may be bloody.	Yes	When diarrhea and fever subside after a minimum of 24 hours.
Stretococcal Sore Throat and Scarlet Fever	Fever, sore throat, often with enlarged tender lymph nodes in neck. Scarlet fever-producing strains of bacteria cause fine, red rash that appears 1-3 days after onset of sore throat	Yes	After 24 hours from the time antibiotic treatment was begun and fever has subsided for a minimum of 24 hours.
Thrush	Sores in the mouth	No	No restrictions if being treated by a physician and fever is not present.
Tuberculosis, Pulmonary	Gradual onset, tiredness, loss of appetite, slight fever, failure to gain weight and cough	Yes	After antibiotic treatment has begun and physician's certificate or health permit is obtained.

The major criterion for exclusion from attendance is the probability of the spread from person to person. A child may have a non-excludable illness yet require home or hospital care. Children excluded from Bethesda CDC for a communicable disease may be readmitted by a written consent from a physician or a permit issued by the local health authority stating that the child is not contagious.

Bethesda CDC reserves the right to require a physician's note of release for any student with an illness or communicable disease.

### **5.2 Emergency or Injury**

Minor injuries will be taken care of at Bethesda CDC. Parents will be notified and an accident report will be placed in the child's cubby, with a copy maintained in the center office files. When serious injuries or illness occur, parents will be notified immediately. If the condition requires immediate attention, the parent will decide whether to take the child to the emergency room or to their child's pediatrician. Severe emergencies will be handled by calling 911 for an ambulance. Medical expenses are the parent's responsibility; Bethesda Child Development Center is not responsible for medical coverage. In the event of the center needing to administer a child's Epi-Pen, parents will be contacted and 911 will be called.

In case of injury and the parent and/or guardian cannot be reached, the center immediately notifies the child's physician and the emergency contact persons recorded on the registration form. It is imperative that the child's emergency information is current at all times. Additionally, all staff members are required to receive annual certified CPR and First Aid training in preparation for such emergencies.

### **5.3 Hygienic Procedures**

- **Environmental:** Spills are immediately cleaned up. Blood spills are wiped with a disinfectant bleach solution. Staff members use a spray bottle containing a disinfectant bleach solution for cleaning the diaper table after each change. Using a spray is superior to using a cloth saturated in the same solution. Excess is wiped off with a paper towel. In older children's areas, where community restrooms are used, the commodes are cleaned routinely and when there is obvious soiling.
- **Equipment/Supplies:** There is complete cleaning of bathrooms, rugs, floors and equipment each day. Preschool and toddler toys are disinfected daily. Diaper changing tables are disinfected after each use.
- **Personnel:** All staff wash hands before and after direct childcare and when contaminated. Hands are washed after removing gloves. Examples of when hand washing is required include: after using the bathroom, before serving food, after diaper change and after general cleaning. Personal protective equipment such as gloves are used during childcare procedures that involve blood, body fluids and/or body substances, and the usage of cleaning equipment. Careful handling of food with thorough hand washing before and after serving is practiced. Staff members view all body secretions as potentially infectious. All soiled articles of clothing are handled with gloves, carefully bagged in plastic and returned to the family to clean.

### **5.4 Medication**

For the children's safety, all medications given at the facility need to be administered properly. Therefore, all medications must come to the office first for proper labeling.

- **Administration Time:** Parents must administer the initial dose of medication at home or before they leave the child at the center. Medication is administered at Bethesda CDC at 11:30 a.m. (with lunch) and 2:30 p.m. (after nap). Parents must administer all other doses, or they may designate in writing for a person other than Bethesda CDC to do so.
- **Breathing Treatments:** The child's teacher or the center office will administer breathing treatments. Machines and all other components must be provided by the family. Initial treatments should be given at home.
- **Over the Counter Medication:** Many over the counter medications mask symptoms of communicable diseases/illness. Therefore, if a physician advises an over-the-counter medication or sample of a prescription medication given, a note from the physician stating the date, child's name, medication name, and instructions for administering must accompany it. All over the counter medication must be age appropriate and the dosage cannot be in excess of the label instructions, unless accompanied by a doctor's note.
- **Container:** Medication must be in a prescription bottle or original container with the date, proper name, and instructions for administering. More than one child in a family may not share medication. Additionally, all medications should be brought in a Ziploc bag with an appropriate dispenser for measuring.

- **Medication Label:** Parents must fill out a medicine label authorizing the staff to give the medication. The medicine label must be completed with the exact date and time to be administered, the correct dosage, and the signature of the parent and/or guardian, before any medication will be given. Medication may be refused for inadequate labeling.
- **Modification in Medication Policy:** the Director must approve any and all exceptions to the above stated policy.
- **Personnel:** The child's teacher will administer the medication and will maintain a Medication Disbursement Chart in the classroom.
- **Retrieving Medication:** Parents or guardians must pick up refrigerated medications from the center office or baby room and all other un-refrigerated medications from the child's classroom. Bethesda CDC is not responsible for lost medication.
- **Storage Location:** All medications requiring refrigeration will be kept in the center office. A small refrigerator in the office is provided to store medications and ice packs. Medication not requiring refrigeration will be maintained in the child's classroom in a medication bin. The only exception to this rule, is controlled medications used to treat ADD or ADHD, they will be kept locked in the medicine cabinet in the center office.
- **Medication in Child's Personal Belongings:** The center requires that all medications be properly labeled and stored either in the office or in the classroom medication bin. If there is medication located in a child's belongings that is for use outside of the classroom time frame, it will need to be stored and labeled just like any other medication and not left in the child's personal belongings.

## 6. PERSONAL POSSESSIONS

### ***6.1 Clothing***

Children must be fully dressed in clean, appropriate clothing upon arrival. Children who are not toilet trained must be brought in a clean and dry diaper or pull-up. Additionally, children who are under age 3 and/or toilet training must have several changes of clothing each day. Children who are potty trained must have one change of clothing at the center each day. **Parents will be called to bring clothing or diapers/pull-ups if there is a need with no provision.** Soiled clothes must be taken home immediately for laundering and clean clothes sent with the child the following morning. All personal items must be **LABELED**.

Comfortable, washable play clothes are the best kind of clothing to wear to the center. Easily removed clothing must be provided for diaper changing and toilet training. Belts, overalls, and other "hard to manage" clothing for all ages of children should be avoided.

Children often times get messy at preschool. Although we wear aprons during art and use “washable” products, paint inevitably gets on clothing and could stain. We suggest that parents leave their child’s best clothing at home so your child can be free to experiment, hands-on. Most children enjoy running, jumping and participating in large motor play during the appropriate times. Dress shoes and clothes can make these activities very difficult and can prove to be uncomfortable to wear for an entire day.

### **6.2 Diaper/Diaper Wipes**

Parents of diapered children must provide enough diapers to ensure their child’s comfort. Because of health risks, only disposable diapers are used at the center. If cloth diapers must be used because of an allergy, parents must bring a doctor’s note to document this fact. Parents must then provide heavy, clean, Ziploc bags to appropriately store and transport the diapers. Parents will be responsible for cleaning and sanitizing all cloth diapers. It is essential for parents to check their child’s daily report for notes regarding needed diapering items. If a child should run out of diapers and diaper wipes, parents will be contacted to bring the needed items to the center so proper care may be given to each child.

Toilet training is implemented in our K-2 through K-3 classes. It is best to bring underwear during toilet training. Because pull-ups may delay toilet training, they are suggested for naptime use only. Parents must provide adequate clothing for accidents during this transition time and must follow through with toilet training while at home.

### **6.3 Nap Items**

We request that parents provide their child with a small pillow and blanket. These items need to be kept in a backpack that fits neatly in child’s locker, or on the child’s hook. The bags may not touch one another according to the State of Texas Minimum Standards; therefore a narrow backpack (to be stored on your child’s hook) in the classrooms will be required. Please do not send items too large to fit in your child’s storage area. Nap items must be taken home every Friday for laundering. Any nap items that are soiled during the week must be taken home immediately for laundering. Remember...all nap items must be **LABELED**.

### **6.4 Personal Belongings**

Each child loves to bring possessions to preschool, and some find it difficult to leave the personal items at home. However, we must enforce the following policy when it comes to items from home.

Only personal items requested by the child’s teacher should be sent from home for the care of the child. Toys, books, money, jewelry, or any other personal items **MUST** be left at home unless the teacher has specified otherwise for show and tell or other special classroom activities. Play guns, knives, and other objects, which encourage violence or unruly behavior in play, are not permitted at any time. We request that items from home not exhibit violent play characters or be decorated with characters or objects promoting violent behavior. The center is not held responsible for any lost or stolen items.

## 7. CLASSROOM POLICIES

### **7.1 Birthday Parties**

Birthdays are milestones in a child's life and are truly a reason of celebration. A child may celebrate his or her birthday in class, with arrangement made a week in advance with the child's teacher. Parties are voluntary and should be simple. At this tender age, children feel left out and feelings are hurt easily. In light of this, we request party invitations not be dispersed in class, unless each child is invited. Parents may obtain a class list from the center office with a one-week notice. Additionally, addresses of consenting families may be obtained through the office.

### **7.2 Television in the Classroom**

All Pre-K classrooms are equipped with a television and DVD player to use for various special occasions, learning applications and for holiday parties. All shows, movies, or educational items in the preschool classroom must have the rating of G only. School aged children who attend after school, during holidays or summer will be allowed to watch G and some pre-approved PG movies. The approval for the PG movies will come from the director or assistant director.

### **7.3 Daily Schedule**

Each class has a daily schedule posted inside the classroom, on the class "Parent Board" along with each month's calendar, field trip information, class letter and special notices. These notices keep parents informed of the activities in which their child is participating...especially for those children who are not yet able to verbalize what has happened during their day. The centers website also contains this information for you to access from home [www.bethesdacdc.org](http://www.bethesdacdc.org)

Teachers schedule activities for their classrooms geared towards the children's ages, interest, and abilities. The classroom environment is appropriate for the health, safety, and well being of each child. Classroom activities are flexible and promote the child's physical, emotional, social, mental, and spiritual growth.

Each individual classroom schedule is posted on the "Parent Board" and provides:

- Alternating "active" and "quiet" activities
- Opportunity for individual and group activities
- Outdoor time AM and PM, weather permitting
- Snack and Lunch times
- Two hour rest period

### **7.4 Character Development / Training**

Bethesda CDC Discipline Outline is distributed and verbally reviewed with each staff member during pre-employment orientation.

- **Preschoolers Development:** Children act out for many different reasons. A child may display aggressive behavior, for example, because of social immaturity, distress at home, adjustments, or anxiety in the classroom. In any case, training must be taken

seriously and handled with understanding. Positive redirection is the first measure of discipline to be taken. If a child shows signs of aggressive behavior while playing in the fine motor skills area, the child will be directed to an area where he or she can act out anxieties in a large motor skills area. Each child is different and each situation is different. It is the responsibility of the teacher to use positive redirection with children and lead them to activities that best suit their needs.

*A gentle reminder: Preschool aged children will make many mistakes every day. Be patient with your little one, every day is a new day.*

- **K1 & K2 Character Development and Training Procedures**

The center wants to encourage and praise children for their positive choices and recognize them. Our goal is to lay the foundation for building Godly character in our children. Character traits we focus on in preschool classes are Listen, Obey, Work Hard, Share and Self-Control.

To help train and correct choices/behavior in our younger classes, we use the following procedures.

1. Redirection
2. Break / Time Out in the Classroom
<i>Steps 1 &amp; 2 will possibly repeat numerous times during the day, depending on the child, age and the situation.</i>
3. Behavior Awareness Notice and Possible Separation in the office for a short time if needed.

**Character Development Parent Notice for K1 and K2:** The character awareness form is to inform families of the traits and specific areas your toddler needs work on and had a tough time with for that day as well as ones they have done well. If parents/guardians would like more information to help work with certain areas, please ask our office.

**Severe Behavior:** When a child has a need that Bethesda CDC staff is not able to accommodate; the director will meet with the parents to develop a plan of action. The plan may include outside consultation or reaffirmation at home. The staff will do everything possible to support the child’s continued participation at the center. However, if the child does not progress, parents will be required to find alternative childcare for the well being of the child and his or her fellow students. ***Severe or Violent behavior may also lead to immediate dismissal dependent upon the severity of the behavior and age of the child.***

**Biting:** Research estimates that about one child in 25 will be a problem biter at some point during their infant/toddler development. The reason for this behavior varies among children and age groups. In infants and toddlers biting can often be attributed to natural



development; teething, exploration, gaining an understanding of cause and effect are often cited.

Biting not associated with normal development is attributed to many factors including anxiety or a need for control. Frustration is the most cited reason for biting. Children lack the language skills to express the frustrations they may feel due to an inability to operate toys, compete with other children, or interact with the staff. Teaching a child to communicate is essential. When infants and toddlers are still developing their verbal skills, the use of sign language is very helpful in allowing them to express their feelings.

In correcting biting behaviors, staff will state in a calm and firm manner to the child, “no biting”, or “biting hurts,” while removing the child from the situation. An alternative to biting is then assessed and implemented to alleviate frustrations.

Parents will be informed when biting occurs; this will take place verbally and through written parent notices. If biting continues or worsens parents will be called to come to the center office and meet with the director. In regard to the overall safety and happiness of our students, if a child has a consistent problem with biting, parents will be required to find alternative childcare.

- **K3 – K5 Character Development and Training Procedures**  
The center wants to encourage and praise children for their positive choices and recognize them. Our goal is to lay the foundation for building Godly character in our children. Character traits we focus on in preschool classes are Listen, Obey, Work Hard, Share and Self-Control.

1. <b>LISTEN</b> Hear and Increase in learning. Proverbs 1:5
2. <b>OBEY</b> Obey your parents for this is right. Ephesians 6:1
3. <b>WORK HARD</b> Whatever you do, work at it with all your heart. Colossians 3:23
4. <b>TELL THE TRUTH</b> Delight the Lord with truthful ways. Hebrews 13:16
5. <b>SHARE</b> Do good and share, for God is pleased. Hebrews 13:16
6. <b>SELF-CONTROL</b> Be quick to hear, slow to speak, and slow to anger. James 1:9

To help train and correct choices/behavior in our classrooms, we use the following procedures.

1. Redirection
2. Warning in the Classroom
<i>Steps 1 &amp; 2 will possibly repeat numerous times during the day, depending on the child, age and the situation.</i>
3. Break / Time Out in the Classroom

- |   |
|---|
| 4. Separation in the office with a behavior notice sent home. |
| 5. Separation in the office and parents will be notified.     |

**Character Development Parent Notice:** The character awareness form is to inform families of the traits your child needs work on and had a tough time with for that day. If parents/ guardians would like more information to help work with certain areas, please ask the center office. Information and resources are available upon request as well as on the development center website [www.bethesdacdc.org](http://www.bethesdacdc.org) under parent resources.

**Severe Behavior:** When a child has needs that Bethesda CDC staff is not able to accommodate; the director will meet with the parents to develop a plan of action. The plan may include outside consultation or reaffirmation at home. The staff will do everything possible to support the child's continued participation at the center. However, if the child's behavior shows no progress, parents will be required to find alternative childcare for the well being of the child and his or her fellow students. ***Severe or Violent behavior may also lead to immediate dismissal dependent upon the severity of the behavior and age of the child.***

### **7.5 Nap Time**

All preschool children rest from 12 p.m. to 2 p.m. each day. The children begin preparing for nap immediately following lunch. Nap preparation consists of thorough hand washing, bathroom or diaper changing, and gathering nap items. Mats are provided by the center and will be individually assigned to each child. Parents provide a small blanket, small pillow, and one soft toy to make nap time a familiar and comfortable setting. The children are not forced to sleep; however, all children are expected to lie quietly on their mats. At the conclusion of each naptime, nap mats are sprayed and wiped with a disinfectant solution for sanitation.

### **7.6 Nutrition**

Meals and snacks served at the center exceed nutritional standards required by the State of Texas Minimum standards. All lunch and snack menus are located on the center website at [www.bethesdacdc.org](http://www.bethesdacdc.org) for you to access and print off.

- **Location:** Snacks and meals are served in the child's classroom. Children participate in the preparation of occasional snacks, in coordination with their curriculum as "cooking projects" during the month.
- **Menus and Substitutions:** Lunch and snack menus are provided each month. If a child is unable to eat any food item on the menu, parents need to make necessary provisions for their child. Any substitutions made by the center to the menu will be posted on the main menu next to the center office.
- **Milk:** All milk substitutions brought by parents, need to come through the center office to receive a proper milk label. It will then be stored in

the centers kitchen and distributed to your child's class at lunch time. Separate milk containers with your child's name are encouraged versus milk cartons. In addition, parents are welcome to send breast milk or formula for children in our infant classes.

- **Special Diets:** Any food allergies or special diet instructions will need to be submitted to the center office and noted on the child's enrollment forms. A copy of these special instructions is posted inside every classroom so that all staff members are aware of unique allergies or dietary restrictions. If an alternative food substitution is needed, we ask that the parents or guardians please provide the food substitution for their child. In addition, all children with food allergies must have a completed F.A.R.E form on file signed by the physician and parent.
- **Treats from Home:** We request that children not bring treats from home unless prearranged through the child's teacher. The center exceeds the recommended dietary guidelines for preschool age children in our carefully outlined meal plan.

### ***7.7 Promotion***

The children are grouped together first by age and then consideration is given to developmental status. Classrooms are restructured for each new school year in August. Individual promotions may occur throughout the year, as space is available or need arises. Parents of children who are considered for promotion throughout the program will be notified of availability.

### ***7.8 Toilet Training***

Toilet training with a child will begin when the child is ready. Teachers will work closely with parents to help the child succeed. The following are signals teachers will be watching for:

- When the child is accustomed to the classroom atmosphere and schedule.
- When the child is no longer taking a bottle.
- When the child is physically ready... the child has long, daily periods of staying dry and can control the muscles of the bladder and bowels.
- When the child is mentally ready... the child understands what is expected and has acquired language and/or communication skills.
- When the child is emotionally ready... the child is willing to attempt to sit on the toilet.

The center requires that children only use Pull-ups during naptime. Pull-ups are similar to diapers and therefore may hinder prompt toilet training. Parents are required to provide a few full sets of clothing, shirt, shorts/pants, underwear, socks, and extra shoes for accidents during training.

A gentle reminder...there will be accidents. This should be a positive time rather than a negative one. Please remember that toilet training can be frustrating for both the child and the parents. Harsh discipline is to be avoided. Your little one can be left with long lasting affects if this is a highly emotional experience. A letter from the parents to the caregivers stating exactly what techniques and terminology are being used at home will make an easier transition for both your child and the caregivers.

*\*All children enrolling or promoting to a **K4** or **K5** preschool class are required to be fully potty-trained wearing proper undergarments all day.*

## **8. CENTER POLICIES**

### ***8.1 Arrivals and Departures***

Bethesda Child Development Center opens at 6:30 a.m. Due to our licensed hours of operation, parents or children may not enter the building prior to 6:30 a.m. Parents must accompany children to their classrooms when entering the facility and children must be picked up in the same manner. The child must be signed in and out by an adult (approved on the student's Application for Admission Pick-up List) arriving with the child and/or departing with the child. It is important for parents to check their child's locker, hook and/or cubby for personal belongings, classroom work and daily reports going home each day. Only children enrolled at Bethesda Child Development Center are permitted to be present in the preschool wing, unless accompanied by a parent or guardian of an enrolled child.

Arrivals and departures can be difficult for children. Suggestions for making this transition a smooth one are listed below:

- Separation is easier for both parent and child if the parent says "good-bye" in a positive and happy manner and leaves quickly without hesitating or looking back. If a child cries at the moment of separation, he or she will seldom continue for more than a few minutes. If a parent draws out the leaving process or communicates his or her anxiety, it can cause the child to continue to cry for a lengthier period of time. Instead, parents may view their child on the Video Monitoring System and/or listen to their classroom on the Audio Monitoring System. Parents are welcome to come in and view their child in the classroom on the video and/or audio monitor in the center office at any time.
- Bribing a child with candy or treats if he promises not to cry is not advised. Adjustment periods are normal but they can be made fairly smooth with positive support from parents.
- Departures as well as arrivals are easier for children if they are made quickly. If parents have lengthy questions for their child's teacher or the Director, a conference can be set up in the center office. Any progress reports or evaluations are handled at times other than arriving or departing, such as a pre-arranged parent/teacher conference.

### ***8.2 Attendance***

The time children are in attendance will be recorded on weekly attendance sheets. Parents are required to sign their child in and out each day. Attendance sheets are very important to validate the number of students present at all times in each classroom for the snack and lunch count, supplies, and to arrange adequate staffing for the center. Additionally,

documentation on the attendance of each child at the center is required by state licensing.

### **8.3 Authorized Pick-Up**

When a child is enrolled at the center, parents must specify in writing on the Application for Admissions who will be permitted to pick up the child with their corresponding driver's license number. Proper identification, with a picture ID (driver's license), of unfamiliar persons will be checked at the center office before children are allowed to leave the center. Children will not be permitted to leave with anyone who is not properly identified as an authorized pick-up.

### **8.4 Visiting**

Parents or grandparents are invited to visit their children or grandchildren at the center, if their schedule permits. We only ask that parents not be a distraction to daily events and routine. Adult communication must be positive and appropriate while in the presence of children.

It is important to remember that at certain points in a child's development it is more difficult for him or her to let go twice in the same day. A special note or card may be sent for the teacher to share with the child, for those parents not able to physically come into the center during the day. Parents may also view their child's classroom on the video-monitoring system in the center office.

### **8.5 Nursing Mothers**

Any nursing mother is welcome to nurse their child in our infant classrooms; there are comfortable chairs available for their use anytime. In addition, we also have a separate nursing mother's room available anytime with comfortable seating for moms to use anytime of the day as well.

### **8.6 Center Closings**

Bethesda Child Development Center is a full-week program. Therefore, no credit will be given for absences at any time, including, but not limited to holidays and inclement weather days.

- **Inclement Weather:** Bethesda Child Development Center will follow Birdville Independent School District for inclement weather closings and delays. Birdville Independent School District closings and delays will be broadcasted on major television and radio stations. Bethesda Christian School will be listed separately.
- **Holidays:** The center will be closed the following legal holidays, with no tuition credit given. A full week's tuition is due during weeks that include holidays.
  - New Year's Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Friday after Thanksgiving Day
  - Christmas Eve

- Christmas Day

\*In the event that one of the above holidays falls on a weekend, we will be closed the Friday before or the Monday after. For example, if the holiday falls on a Saturday, we will be closed Friday and if the holiday falls on Sunday, we will be closed Monday.

### ***8.7 Dismissal from the Center***

Any child will be dismissed from the center:

- When the parent consistently fails to comply with the Bethesda Child Development Center policies and/or any additional regulations established by Bethesda Community Church.
- When the center is not able to meet the physical, intellectual, or emotional needs of the child.
- When dismissal is advised by a physician.
- When enrollment is under fraudulent circumstances.
- When an account becomes delinquent 2 weeks or more.
- When parents consistently do not leave proper emergency numbers and cannot be contacted when needed.

All policies are intended to insure the well being of every child at Bethesda. Your cooperation in observing them will help us give your child the best possible care.

### ***8.8 Early and Late Departure***

The center opens at 6:30 a.m.; children will not be received until that time. Children arriving earlier than 7:30 a.m. will be received by a teacher in an early morning room. After 5:30 p.m., children will be grouped in a pick-up room of their age grouping, i.e. children in a K2A, K2B and K2C class will combine into one evening classroom.

**Bethesda CDC closes promptly at 6:00 p.m.**, Bethesda Community Church uses the facility after hours for preschool church services and special church functions. Parents who have not picked up their child by 6:00 p.m. will be charged a late pick-up fee of \$1.00 per minute for each child.

### ***8.9 Emergency Evacuation***

Emergency evacuation plans are posted in each room. The facility has a fire drills at least once a month where the children are trained to evacuate the building in three minutes or less. Additionally, the center conducts severe weather drills every other month. During severe weather the center stays informed of current weather conditions by listening to the National Weather Service reports on a weather radio.

Lock-down drills are conducted quarterly. Teachers and children practice being locked in their classroom and remaining quiet until a proper authority comes to release them. Bethesda is in direct communication with Haltom City Police and local authorities to maintain the safety of our facility on a weekly basis.

If we are required to vacate the premises for any reason, we will first attempt to contact parents if time is not a factor. If time is a factor, we will begin loading children on vans and buses and transport them to Glenview Baptist

Church. Attempts to contact parents will be made from Glenview. We will reside at Glenview church until clearance has been declared by the proper authorities to return to our facility.

***Glenview Baptist Church***

*4805 NE Loop 820*

*Fort Worth Texas 76137*

***8.10 Important Numbers***

**Bethesda Child Development Center**

(817) 581-6784 main number (817) 577-1805 metro

(817) 581-5139 Fax

**Bethesda Community Church**

(817) 281-6350 main number (817) 577-1805 metro

(817) 281-1560 Fax

**Bethesda Christian School**

(817) 281-6446 main number

***8.11 Legal Issues***

State guidelines, as well as Bethesda Community Church policy, require that the center be a smoke free, alcohol free, weapon free and drug free environment. As well as the facility being located in a gang free zone. Because of the risks to children, discretion will be used when releasing children to anyone who shows signs of being under the influence of alcohol or drugs.

Parents must provide legal documentation to the center or pertinent information regarding children such as restraining orders, custodial documentation, change in persons who are allowed to pick up children, and any other sensitive information that could affect the child. Please understand that we operate within legal guidelines set by the courts. Children's records are kept confidential and are the property of Bethesda Child Development Center. If personnel are subpoenaed, there will be a charge of \$25/hour per person placed on the individual's account who is listed on the subpoena. If records are subpoenaed or copies of records are requested, there will also be a charge of \$25/hour, with a one-hour minimum.

***8.12 Security***

Bethesda Child Development Center has an audio and video monitoring system installed in each classroom. A parent or guardian may view this system at any time in the center's office. Security mirrors are installed to view the entry doors and hallways. The only unlocked doors, with entry from the outside are the center carport entry door (on the south side of the church building) and the school and church atrium entry door (located on the north side of the church building) for limited access into the building. Bethesda has a crisis management plan in place for the building and is available for viewing any time upon request.

All staff has a thorough background investigation, submitted through the state of Texas, as required by licensing as well as FBI fingerprinting. Additionally, all staff members are thoroughly investigated during the interview process. Upon the successful completion of this thorough inquiry, the Director will personally interview the perspective staff member.

Bethesda CDC carefully chooses those who join our staff. Our parents and children have grown to expect the quality, Christian environment we offer. We know that only through the grace of God we are capable of providing quality care to our families. Our center is as blessed as the staff that God provides...and He is always faithful.

### ***8.13 State Licensing***

Licensing information and details concerning all legal requirements for our facility are located on the parent bulletin board next to our office. Items such as how to contact the local licensing office, DFPS child abuse hotline and other information pertaining to the regulations put forth from the state of Texas for child care centers. The state licensing website is available to you anytime at [www.dfps.state.tx.us/child\\_care/](http://www.dfps.state.tx.us/child_care/).

The state of Texas Licensing board also inspects our facility yearly and we are accountable to the minimum standards put forth by the state at these inspections. The Tarrant County Health Department also inspects our facility and our kitchen for proper sanitation procedures and food handling procedures maintained by our staff.