



FIRST PAMPA CHILD DEVELOPMENT CENTER

203 N. WEST STREET

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www.firstpampa.org

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Welcome to First Pampa Child Development Center. We are a ministry of First Baptist Church and we are honored you have chosen to have your child in our program.

In this folder, you will find several important forms. We ask that you fill out these forms and bring them back before your child's first day so we can have everything ready on their first day.

Forms to be returned:

- **Enrollment Form**- please make sure every space has information if applicable. Please make sure on the authorized release area that you have names as well as phone numbers for each person you list. Emergency information needs to be filled out completely.
- **Health care** statement signed by your doctor.
- **Parent handbook**- the last page needs to be signed and returned by enrollment date
- **Discipline & Guidance Form**
- BrightWheel AutoDraft Payment Information
- **Copy of current immunizations**-we must have these before child can be enrolled
- **Registration Fee**-please see parent handbook for prices
- **First Week's Payment**- please see parent handbook for prices
- **\$5 per additional door key card requested**

Our parent handbook is full of information you need to know. Please take the time to read this carefully before just signing the back page.

For security reasons, we lock the east, south and west doors during operational hours. We issue key cards to be used on the magnetic doors so you can gain entry. There is a charge of \$5 due for each card issued. If a card is lost another card will be issued at a \$5 replacement fee.

We look forward to your time at the CDC. If you ever have any questions or concerns, please feel free to contact me at 669-3529 or cdc@firstpampa.org. We have an open-door policy and we want you to feel welcome in our center.

If you do not have a church home, we invite you to worship with us. I have included information about our church.

Sincerely,

Lena Dyer, Director

PARENT HANDBOOK

PARENT'S MUST SIGN AND RETURN THE LAST PAGE OF THIS HANDBOOK UPON ADMISSION INTO THE PROGRAM. DOING SO, INDICATES THE PARENT UNDERSTANDS AND ACCEPTS THE POLICIES THEREIN.

PLEASE KEEP THIS HANDBOOK FOR FUTURE REFERENCE.

PHILOSOPHY AND GOAL

The purpose of the First Baptist Church Child Development Center is to extend the ministry of the First Baptist Church by providing Bible-based education and care so each child can mature to his/her greatest potential: spiritually, mentally, physically, emotionally, and socially. This will be accomplished by providing developmentally appropriate activities and guidance and by providing a program of ministry and outreach to the families of the children enrolled.

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Section I

Admission

Consideration will be given to the admission of all children regardless of race, religion, and financial status. Admission is based upon the availability of the age group. If we currently do not have space, a child can be placed on the waiting list by filling out an enrollment form.

Enrollment Procedures

All registration forms must be completed and the registration fee is due before the child will be accepted into the program. Registration forms must be updated yearly at fall enrollment. Medical information, change of address, phone numbers and other important information must be updated immediately if it changes. Updated information must have a parent's signature.

Before a child will be allowed to attend, the CDC must have these forms:

1. Enrollment form completely filled out and signed
2. Current immunizations record
3. Statement of child's health from a health-care professional, found on the back of the enrollment form
4. Signed parent handbook form
5. Tuition Auto-Draft information on file

Parent Communication

Parent communication is important to our center. We use Bright Wheel to communicate directly with you. When you sign your child in/out for the day there will be a message for you. This message is used for various communications like shot records, child's needs, etc.

Policy Changes

Periodically, it is necessary for the CDC to change or update policies in this handbook, this includes fees and rates. Parents will receive as much notification as possible before policies are changed.

Immunizations

Each child enrolled or admitted to the CDC must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services. The current immunization requirements can be found at <http://www.immunizetexas.com>. During the year, documentation must be provided to the center as proof of current immunizations and will be kept in children's files. Children will not be allowed to participate in our program if their immunizations are not current and/or we do not have documentation in our office of current immunizations.

For children enrolled in Pampa ISD schools or pre k; we need the name, address, and phone number of where the records are kept. There is a place for this information on the back of the enrollment form.

All immunizations must be current by the date of admission, unless:

1. The child is exempt or excepted from an immunization, and the exemption or exception is verified by the date of admission.
2. The child is in foster care and is provisionally admitted for up to 30 days if evidence of immunization is not available.
3. For more information on exemptions, visit <http://www.dshs.state.tx.us/immunize/default.shtm>

TB testing will be required for employees and/or children if the state and county health department requires it. At the present time, TB testing is not required in Gray County (12-27-05).

Hearing and vision screenings

Every child who is four by September 1, will need to have their hearing and vision screened. Your child's physician offers these services, please bring the results after their 4 year check up. This is required by state law within 120 days of the child turning 4 years of age. It will be required for your child to remain in our care. If your child has received the Vision and Hearing Screening at school please update your child's records with the CDC office. This is a simple process of updating the enrollment form.

Accommodations for Families

This document outlines our program's policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate the sessions.
2. Participation in all comprehensive care meetings if needed
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical developmental needs.
4. Provide materials and resources in parent's/child's primary language.

5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

Waiting List

If the CDC enrollment is full, interested parents should request that their child's name be placed on the waiting list by completing an enrollment form. When a vacancy occurs, the director will notify the parent so the child can be enrolled.

Hours of Operation

The CDC will open at 7:00 a.m. and close at 5:45 p.m., Monday through Friday. A child left at the center over 9 ½ hours a day will have a \$5 charge added to their account. Any child left at the CDC before 7:00 a.m. or after 5:45 p.m. will be charged a \$5 late charge, plus \$1/minute/per child. Please arrange to have your child picked up by 5:45 p.m. daily.

Dropping from the Program

If you wish to withdraw from the CDC program, we require a two weeks notice. A new enrollment fee is required if your child returns to the program. An overdue account of two weeks could result in the dismissal of your child.

Section II

<u>REGISTRATION & ANNUAL FEES</u>	
Registration Fee (One Time Fee)	\$ 50.00 per child
Annual Supply Fee Due in September	\$ 50.00 per child
<u>WEEKLY TUITION RATES</u>	
6 Weeks to 11 months	\$ 150.00 weekly
12 months -23 month	\$ 140.00 weekly
2 Year Old	\$ 140.00 weekly
2 Year Old-Potty Trained	\$ 135.00 weekly
3 Years Old (must be potty trained)	\$ 125.00 weekly
Pre K	\$ 135.00 weekly
After School K-5 th Grade	\$ 55.00 weekly
School Age Summer Program K-5 th Grade	\$ 100.00 weekly
School Age Non School day additional Fee	\$ 10 per day per child

Tuition Discounts

- \$10 per week tuition reduction will be given for families with 2 children enrolled in the program.
- \$15 per week tuition reduction will be given for families with 3 children enrolled in the program.
- We are a CCS contracted provider, applications are available in the office or online at www.workforcesolutions.com
- Multiple child discounts are only available for full price child care

Please remember that we are a non-profit organization and all tuition and fees are used to pay salaries and buy supplies for the children.

Payments

Private pay accounts are billed each Monday. If Monday is a holiday, your account will be billed on the next business day. You will not receive statements of each billing. Rather you can see your account balance when you log into your account upon check in/out. Payments are due at the time of services. We will work with you based

on your pay cycle. You can pay weekly, bi-weekly or monthly. All payments are due in full by the end of the month. If your account is not paid in full by the 2nd day of the next month, a \$25 late fee will be assigned to your account on the 3rd day of the month. If the 3rd is on a weekend, then you will be billed the first business day after the 3rd.

An overdue account of two weeks may result in the dismissal of your child from the CDC program. Please notify the director in advance of any circumstances that would result in a late payment. If your account is not current, a \$25 late fee will be charged on the 3rd day of the next month.

Parents are required to sign up for automatic drafts to keep late fees from occurring. If you choose to use a debit card or ACH bank account, it can be customized to withdraw weekly or monthly. Please see the director to customize your payment plan.

If a payment is late due to technology, the draft system, the Brightwheel system or staff; you will not be charged a late fee.

We are a Panhandle Worksource Child Care Service Contracted Provider (CCS). Parents/Guardians are responsible for and will be held accountable for assigned parent fees as well as late fees for a child left in care past 9 ½ hours or picked up past 5:45 as stated below.

CCS parent fees are billed once a month at the beginning of the month. CCS parent fees are due by the last day of every month. Those who do not pay on time will be reported to CCS and services can be revoked.

Extra Charges & Fees

- \$25 late fee will be applied to accounts with past due amounts if accounts are not paid in full by the 2nd day of the next month.
- Children left at the CDC for longer than 9 ½ hours will be charged \$5 per child
- Any child left at the CDC before 7:00 a.m. or 5:45 p.m. for all other daycare children will be charged a \$5 late charge, plus \$1/minute/per child.
- Annual enrollment fee due in September of every year.
- If you wish to withdraw from the program for summer and hold your spot until the fall, a \$75 fee would be charged when the child leaves the program in the spring.
- On non-school days when school age children will require a full day of care at the CDC, an additional \$10 fee, per child, per day, will be charged.

Section III

Vacation Time

Your child may have 5 days of vacation after being in the program for 6 consecutive months and 10 days after 12 consecutive months. This may be taken a week at a time or all at once. A reduction will be made for a vacation time after five or ten days have been taken. We request advance notice. A leave of absence may be given in emergency situations. A child may take 3 weeks plus 2 weeks of vacation time for maternity leave when a new baby arrives. This must be taken during the first 6 weeks after the baby's arrival.

Holidays

The CDC will be closed 9 days during the year for holidays. The full week's rate will be charged during the holiday week. The 9 paid holidays are: **NEW YEAR'S DAY, GOOD FRIDAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY AND THE FRIDAY AFTER, CHRISTMAS EVE AND CHRISTMAS DAY.**

What happens if a holiday is on a weekend?

If the holiday falls on a Saturday or Sunday, the Friday before or Monday after will be observed.

Do I still have to pay for child care on days the center is closed?

Yes. If we are closed for holidays or inclement weather, you will still be required to pay for the entire week.

Inclement Weather If the weather is bad enough that the Pampa Independent School District closes schools, the CDC will be closed also. Please listen to the local radio station for notification. If inclement weather occurs during a school break, the CDC reserves the right to determine when the center will be closed.

Section IV

Emergency Preparedness plan

Fire Drills ---We have monthly fire drills to rehearse procedures in case of a fire. In case of an actual fire, the children will be moved across the East parking lot to The Vault (old Happy State Bank building). Once everyone is secured and safe, you will be called to pick up your child. Please be aware that all pick up procedures will be followed during this time.

Severe Weather --- We rehearse severe weather drills quarterly. Children are taken down the stairs to the assigned room in the basement. Parents are welcome to join us until the storm passes. If you need to pick up a child, all pick up procedures will be followed during this time.

Tornado Warnings

If the city of Pampa is under a tornado warning, all children will go to the basement. In cases of little or no warning, the children who can walk down the stairs will go to the basement. Other children will go to the inside rooms. If you want to join your child during the warning, please use the stairs at the front or alley entrance of the building. The elevator will not be used during warnings.

First Baptist Church is the City of Pampa storm shelter. When the city is under a tornado warning, the building will be opened to the public. However, we will not allow outsiders in until the CDC children are secure in their assigned room in the basement. The CDC has a room to ourselves in the basement that the general public will not be allowed into. Your child will remain with the CDC staff until picked up by an authorized person. If you take your child before we return to the CDC, you will be required to check out with the assigned employee in the basement. If the storm passes and we have no damage, children will return to their normal routines once the building is cleared of others. If the center does suffer damage, children will remain in the basement and parents will be called to come pick up.

The church provides volunteers during severe weather to assist with crowd control. The CDC workers will be with children at all times and children will be separated from the general public by a locked door.

Lock Down— If we need to protect children from a volatile person on the premises or an endangering person in the area, children will be contained in their room or the nearest room to them at the time. Parents WILL NOT BE CALLED during the lock down. The center will be locked and no one will be allowed in or out, including parents. Once the “all clear” is given from proper authorities, children can be released if needed. We will send out emails and messages once the lock down is over to notify parents of the lock down so they are aware. Drills for this procedure are performed 4 times a year. Teachers are instructed where to go and how to get there in an orderly manner.

Gas Leak—In case of a gas leak, all children will be relocated to The Vault building (old Happy State Bank building) across the east parking lot. The address is 221 N. Gray St. Once we are safely there, parents will be called to pick their child up. All pick up procedures will be followed at this time.

Alternate Safe Location—Our alternate safe location is a building owned by First Baptist Church. It is called The Vault and was once the Happy State Bank Building. It is located across the east parking lot. The address is 221 N

Gray St. This is our relocation site should something happen in the building to warrant a reason to leave. Once all children are there and safe, parents will be notified to pick up their child.

During evacuations, relocations, and sheltering/lock-down of children, the first responsibility of staff in an emergency is to move the children to a designated safe area or alternate shelter. Children practice how to walk in line with their teacher for these drills. Children under 24 months will be evacuated in baby beds or on the buggy if they are already strapped into the buggy. Should we have someone with limited mobility or who needs assistance, we have floaters who will help with these children. All teachers carry a transition log where they count and make face/name contact with each child once they leave the room, get to the door to exit, once they exit and again once they reach their location.

Once children are relocated and safe, the director will notify Child Care Licensing of the change of location. Communication with local authorities such as fire, law enforcement and emergency medical services will be handled as needed. All staff have the authorization to call 911 in the case of an emergency before notifying parents. The director will handle communication once they have been notified. If the director is not at the center, the assistant or next in charge along with the Operations Director at First Baptist Church will be in charge.

Each teacher carries a relocation/emergency backpack with them that contains parent and emergency contact telephone numbers, an authorization for emergency care, and authorized pick up information for each child in care. Children will still be cared for in the same manner as they are still in our care. Once the situation has improved children may be reunited with their parents or authorized pick up people on their enrollment form.

Emergency evacuation plans are located in each room near the door as well as in the case on the wall near the office.

Unscheduled Closures

If the First Baptist Church building and/or CDC licensed area of the building are without water, gas, electricity or suffer damage to the structure, the CDC will not open until such damage or utilities can be restored. If something happens during the day to the water, gas, or electricity; parents will be notified to pick up children immediately from the safe location at 221 N. Gray St. If something happens over night or on the weekend, we will update our Facebook page and will call, text, and email to the best of our abilities based on the information we are able to obtain.

Section V

Illness

For the protection of all the children, it is imperative that no child attends the CDC when they are sick or appear to be ill. If we call you to pick up your sick child, you will need to come **IMMEDIATELY** within 20 minutes and get your child. We will call you to pick your child up when one or more of the following occur:

- Fever 100.4 or over accompanied by behavior changes and symptoms
- diarrhea (2 times during an hour)
- throw-ups (2 times during an hour)

When you pick up your child, they will be in the office away from other children. You will need to sign the illness form in the office that gives details of the child's illness while in our care. If your child is sent home because of an illness, they cannot return to care until they have been free of fever for 24 hours without the aid of fever reducing medications such as ibuprofen and tylenol.

Contagious Illness

If your child has a contagious illness, please notify us so we can notify the teacher and other parents if necessary. Please note, the sick child's name is kept confidential. However, as stated in Minimum Standards, we must notify other parents when their child has come in contact with certain types of contagious illnesses.

Your cooperation in keeping sick children home will keep other children well.

When can my child return to school?

Children cannot return to day care until they have been fever free for 24 hours without the aid of Tylenol, Ibuprofen, or other fever reducing medications. For a contagious illness, please bring a doctor's release note when they return.

Exclusion due to illness

According to Minimum Standards for Child Care Centers 746.360, a child cannot attend the child care center if one or more of the following exists:

1. If the illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - a. Temperature of 100.4 , accompanied by behavior changes or other signs or symptoms of illness; or
 - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea*, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

* to clarify "uncontrolled diarrhea", this is when a diapered child's stool is not contained in the diaper and/or exceeds two or more stools above the normal for that child and a toilet-trained child's diarrhea is causing soiled pants and clothing.

A child who was ill may return to the child care center when the child is free of symptoms of illness for 24 hours or you have obtained a health care professional's statement that the child no longer has excludable disease or condition.

Medication Policy

In compliance with Minimum Standards for Child Care Centers, we do not administer medication without written consent from a parent. However, we are able to use non-prescription topical ointments such as Orajel, diaper rash crème, powder, and teething tablets. Make sure these items are labeled with your child's name and provide usage instructions for your child's teacher.

Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that the medication is administered as directed. This includes inhalers, Epi-pens and Benedryl.

What if my child has asthma and requires an inhaler?

If your child has severe asthma and requires an inhaler or if your child has severe allergies and requires an Epi Pen, please talk to the director. We will work with you to ensure the safety of your child. A medical release will be required for these medications to be administered.

Food Allergies

A Food Allergy Emergency plan is required for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. The plan will be kept in the child's room as well as their file. This must be updated when necessary.

A Food Allergy Emergency Plan is an individualized plan prepared by the child's health care professional that includes: a list of each food the child is allergic to; possible symptoms if exposed to a food on the list; and the steps to take if the child has an allergic reaction.

Accident Procedures

Children will have accidents from bumped heads to skinned knees. We have First Aid supplies in our office but we only administer First aid to minor accidents. The teacher will give you an accident report to sign if your child is hurt or if they injure someone. This report explains what happened, and what kind of First Aid was administered. Sometimes we will ask you to come to the building to decide if further treatment is necessary. If we cannot reach a parent or emergency contact and the child is extremely ill or injured, we will call 911.

Medical Emergencies

For an illness or injury that requires the immediate attention of a health-care professional, emergency services 911 will be contacted first. Depending upon the injury, first-aid or CPR will be conducted if necessary, and the child's parent will be notified.

If a child is injured with a non life-threatening injury such as a head injury, broken bone, cut, asthma attack, etc.; the parent will be notified immediately.

Biting Policy

Biting occurs in every daycare setting. You will be notified when you pick up your child if your child bit or was bitten. You will be asked to sign an incident report. This report explains what happened and what kind of First Aid was administered. This report is placed in the child's file.

We try to make adjustments to our program if biting has become a problem in a classroom. We will contact a parent/guardian if their child bites three times in one day and they will be asked to pick the child up for the day. If the bite breaks the skin, the parent of the biting child will be called to pick up their child. If a parent is called to pick up a child, please do so immediately.

If a child's biting becomes a consistent, habitual problem we may ask that the child be examined by a health care professional to determine if there is a medical problem. If a medical problem does not exist and all other attempts have been made, the biting child may be asked to leave the program in order to maintain a safe and stress-free environment for other children.

What do you do with these reports?

Accident, illness and biting reports are kept in your child's file. Please do not take the original as we need it for our records. However, we will be happy to copy it for you.

Why can't you tell me who bit my child?

Incident and biting reports are confidential documents and we do not share the information of any of the children involved. If a child speaks well, he may recount the situation with names of children. However, please keep in mind that children do not always fully understand the situation and may not recount the incident correctly.

If a parent or primary caregiver has concerns about an incident, please schedule a time to discuss your concerns with the director.

Section VI

Infants

Infants can be admitted once they are six weeks of age. At this age, infants have their own schedule and the infant teachers do their best to follow this schedule. Parents will fill out a schedule noting feeding and napping times. These schedules must be updated monthly or whenever something changes.

If you would like, you may meet with your infant's teacher before your child starts care to go over scheduling and procedures. Here are a few items you will need to bring for your child:

- Plastic bottles with lids
- Formula, breast milk, cereal & baby food, depending on your child's needs
- Diapers, wipes, diapering crème or powder if needed
- Blanket for 12 months and above, pacifier (if needed), and several changes of clothes
- Teething relief such as Orajel or teething tablets and gas drops or gripe water are allowed

All items must be labeled with your child's first name and last initial.

You may prefer to make bottles ahead of time and bring them in filled. If so, please place bottles in the refrigerator before leaving. You may bring a can of formula for the teacher to make in a bottle when it is feeding time. Please discuss these options with your child's teacher.

Basic Care of Infants

It is important that infants have consistent care by the same caregiver on a regular basis. During teacher breaks and time off, a floater trained in infant care will be with the class. Ideally, it will always be someone who knows the children and their schedules. Each infant is assigned to a classroom where they will be the majority of the time while at the CDC. Infants will have access to play time in the atrium, the outside grassy area, as well as the walks on the buggy.

The infant environment will be clear of clutter and will be free of objects that may cause choking hazards.

Nursing Mothers

We welcome nursing mothers and want to work with you and your schedule. You may choose to nurse in one of the vacant infant rooms or we have a private room near the sanctuary with rockers and a changing table. Your child's teacher will work with you if you wish to bring frozen or freshly pumped milk. If you have any questions, please ask your child's teacher or the director.

Daily Reports

Every day, you will receive a daily report that shares feeding, sleeping and diapering information, as well as daily activities with you. Your child will receive this report until they are 36 months old. The teacher may communicate to you on this form, so please make sure you check them daily. If you would like a report past this age, please speak with your child's teacher.

Daily Procedures

During the day, individual attention will be given to each infant including playing, talking, one on one cuddling and holding as well as group play time on the floor mats. We encourage tummy time several times during the day and we will work with infants individually as time allows.

We believe that infants need to feel loved and secure so we encourage attachment to their care giver. One way this is accomplished is by being held during bottle feedings. Once they are on solids they are fed in the high chair or at the infant table, but there are other times during the day when your child's teacher will cuddle, hold, play and talk with your child.

It is important for the child's development that their needs are met on a regular basis. Infants will be held and comforted when upset and prompt attention is given to physical needs, such as feeding and diapering. Infants will be talked to or sang to during activities such as feeding, diaper changing and holding. Teachers will talk and interact with the infants, including naming objects, reading, singing and saying rhymes.

During nap times, infants not yet able to turn over on their own must be placed in a face-up sleeping position in the crib. Once they are able to roll over, they can lie however is comfortable to them. All cribs used meet Texas Minimum Standards for Child Care Centers. Each child is assigned a crib to be used. We provide sheets for the cribs and they are changed weekly unless they need changing earlier. Cribs are cleaned and disinfected on a regular basis. For infants younger than 12 months, blankets cannot be used. If your child uses a pacifier at naptime, it cannot be the kind with a stuffed animal attached. You may bring those; they will just need a regular pacifier at naptime.

During their time at the CDC, children of any age are never left unsupervised.

Section VII

Clothing and Supplies

Washable play clothes are the most suitable. Children should come dressed for the day in comfortable play clothes. Children will get dirty playing on the playground or doing projects. We use washable, non-toxic supplies so they should not stain clothing.

Because children will have accidents while eating or toileting, **YOU WILL NEED TO PROVIDE A COMPLETE CHANGE OF CLOTHING** to be left in the building for your child. All clothing and belongings need to be labeled with your child's first name and last initial. If your child has an accident and we do not have a change of clothes, we will call you to bring clothes.

WE PREFER CHILDREN NOT WEAR SANDALS OR FLIP FLOPS AT THE CDC. Tennis shoes or shoes with a back and closed toes are to be worn for safety reasons. Our playground has dirt, wood chips, and gravel which will get into open shoes causing injuries.

Napping Supplies

Children need to bring a flat twin sheet or blanket with them for use during nap time. The CDC provides cots for children so they are not lying on the floor. Please make sure your child's name is on their blanket. Please take the blanket home on Friday and return it clean on Monday.

Cups

Each child must bring a cup with a lid or a water bottle to class every Monday. Please leave it in the class during the week and take it home Friday to wash. Please make sure your child's name is on the cup.

Pre-K Supplies

Parents need to pay for Pre-K supplies at the beginning of the school year in August. The CDC will then provide everything needed for pre-k children throughout the year.

Toys from home

Children are not to bring toys, money, books, jewelry, or things from home unless the teacher asks for the item. If children do bring these items to the CDC, they will be placed in the child's box or taken to the office, labeled with your child's name where you may pick them up when you return for your child.

What do I need to bring my child on his/her first day?

On your child's first day of care, please bring a complete extra change of clothes that can be left in your child's box at school. You will also need to bring a cup with a lid and a blanket that can stay in your child's room until Friday. On Friday, take both the cup and blanket home and return them clean on Monday.

What if my child cries when I bring him to school?

Some children have a difficult time transitioning from a parent or caregiver to the teacher. If your child cries when you drop them off, it is ok. Once you leave the room, the crying will almost always stop. The teacher will assist you in transitioning by inviting the child in to participate in an activity. If your child refuses to go, it may help if you tell them when you will return. You may call and check on your child at any time if you feel they are having a difficult day.

Please note, when a child starts at a new school it may take a few weeks for them to adjust and become acclimated to the routine, teacher and other students. Please allow your child time if you feel they are having a difficult time adjusting to a new situation. Please talk with the director if you are concerned. We want to help your child overcome their fear.

Section VIII

Curriculum and lesson plans

Every class is required to have lesson plans on file in the office and posted/available for parents to see. Curriculum for babies 6 weeks of age to children 2 years of age will be the "ABC Jesus Loves Me" curriculum which is an excellent developmental and age appropriate curriculum that offers children choices in learning centers, provides opportunities for children to think and solve problems, trains teachers in Biblical guidance techniques and encourages effective communication with parents. The "ABC Jesus Loves Me" curriculum also includes age-appropriate experiences for spiritual development. All facets of the curriculum work together to develop the whole child: cognitive, physical, spiritual, social, and emotional.

The two year old and three year old classes will use the "ABC Jesus Loves Me" curriculum for two and three year olds and the Pre-K classes will use the "ABC Jesus Loves Me" curriculum for four and five year olds. These classes will use other age appropriate sources as well in order to find challenging and enjoyable teaching material for children. The Pre K classes also use guidelines established by the State of Texas for pre kindergarten classes in order to be prepared for kindergarten.

All curriculum materials address all aspects of development: social, emotional, cognitive, and physical. Spiritual aspects are also covered with Bible based story/lessons included in the "ABC Jesus Loves Me" curriculum.

The "ABC Jesus Loves Me" curriculum allows weekly opportunities for our CDC teachers to facilitate development in 8 domains:

1. Language
2. Literacy
3. Mathematics
4. Science
5. Social and emotional development
6. Approaches to learning
7. Physical health development
8. Creative arts

Additional information about the "ABC Jesus Loves Me" Curriculum can be obtained from the CDC office.

Teachers set up weekly lesson plans to work on specific areas of knowledge and needs based on the children in their class. Teachers may also pull information from various other resources to add to the “ABC Jesus Loves Me” curriculum.

Vacation Bible School

Each summer the CDC staff teaches Vacation Bible School along with the First Baptist Church Pre-school. We will be clocking children out at 9:00 a.m. during the week of VBS, and clocking them back in at 12:00 p.m. There will be a normal routine for babies, toddlers, & two's. Three's and Pre K will be on a rotation schedule with their assigned teacher or CDC staff member will be with them at all times. School Age will be in their appropriate age groups. All church volunteers have had background checks and appropriate training has been provided for each teacher. We will need each child to have a signed VBS form turned in to the office before they can attend that week. Forms will be available closer to VBS time.

Live Animals

As a part of our learning experiences, the CDC will occasionally have live animals inside the building. Parents will be notified of the presence of an animal so that you can let us know of any necessary information (allergies, fear concerns, etc.). Teachers are encouraged to have classroom pets. Your child may be encouraged to help care for the pet. If you have questions or concerns, please feel free to talk to your child's teacher.

Section IX

Staff

All staff are selected very carefully. We select staff that are caring and have your child's well-being and safety in mind. All teachers are required to have 8 hours of pre service training before they are in the rooms with children and must complete 48 hours of training their first year. After that teachers must complete 24 hours in very specific areas including:

- Infant and child CPR and First Aid
- Infant SIDS and shaken baby syndrome
- Developmental stages of children
- Age appropriate activities
- Child Growth and Development
- Teacher and child interaction
- Positive guidance & discipline
- Supervision & safe practices in the care of children
- Positive interaction
- Abuse and neglect; including signs and symptoms as well as prevention techniques
- Other things as needed in Texas Minimum Standards

We attend quality trainings at Wayland Baptist University, Amarillo College, Region 16, and Workforce Solutions, just to name a few. Each teacher prepares lesson plans weekly. If you have any problems with a staff member, please talk to the DIRECTOR. We cannot address a problem if we do not know a problem exists.

Teacher Vaccinations

At this time, we do not require teachers or staff to receive vaccinations. However, we do require all staff members to follow the same illness guidelines as the ones listed for children. Gloves are worn during diapering and toilet training as well as when handling bodily fluids or blood.

Parent/Teacher Conferences

Parent/Teacher conferences result in better understanding and guidance for your child. We encourage you to set up a conference with the teacher sometime during the semester. Good communication with your child's teacher is key to your child's success. If you find it difficult to talk to your child's teacher, please let the director know. We can set up times that are better suited for talking than drop off and pick up. Before fall semester begins, each class schedules a short open classroom time so children can visit their child's new classroom. If you have questions or concerns about the classroom, please speak with your child's teacher since they are with your child most of the day.

Section X

Newsletters

Parent newsletters are distributed quarterly. The newsletter will contain important information you need to know and information about upcoming CDC events.

Visiting

Parents may visit the center at any time during operation hours to observe your child and the program. Certain periods of the day may be discouraged to insure smooth operation of the center (example: naptime). Please understand we must keep our focus on the children in the room. You may set up a conference time if you would like to speak with your child's teacher or the director.

Naptime

All children infant through Pre K will rest every afternoon. Hours will vary depending upon the age of the child.

Janitorial

The CDC is a ministry of First Baptist Church and is cleaned on a daily basis by employees of the church. All janitors must meet background check criteria. CDC toys are disinfected and cleaned as needed and are scrubbed weekly. The CDC is routinely disinfected and special deep cleanings occur during flu season and/or when several cases of a particular illness occur.

Building Maintenance

The CDC is a part of First Baptist Church and is maintained by maintenance employees of the church or outside companies. The CDC building is sprayed for insects monthly. Information about this procedure is located in our office. Other building maintenance issues are dealt with on an as needed basis.

State Inspections

The First Baptist Church Child Development Center is a state licensed facility and we adhere to the policies stated in Minimum Standards. The latest copy of the State of Texas Minimum Standards for Child Care can be found outside the First Baptist Child Development Center office or at www.dfps.state.tx.us

We are inspected periodically by the TDFPS. All licensed facilities have inspection reports posted at www.dfps.state.tx.us. The Department of Health examines the Immunization records of all children annually. These individual entities provide their own inspections on a regular basis.

- Fire Department
- Health Department
- Gas lines

All documents of proof of inspection are posted on the bulletin board to the left of the office.

Suggestions

We want to know your concerns, however if you have a question regarding your child please feel free to talk to your child's teacher first and try to resolve the issue. Your child's teacher is a wealth of knowledge because the

teacher is with your child most of the day. If an issue still exists after speaking with the teacher, please speak with the director or assistant director. If it is a concern about a teacher, please see the director.

Parents are invited to submit suggestions for improvements of services at any time. These suggestions should be made to the director or assistant director. Suggestions for changes in policy should be submitted in writing and given to the director or to a CDC Board member for the current year. The CDC Board meets monthly. The exact meeting date will be announced on the monthly church calendar.

Section XI

Signing your child in and out

You MUST sign your child in each morning when you arrive and out in the afternoon when you leave. PLEASE DO NOT LET THE CHILDREN USE THE COMPUTER. This equipment is expensive to replace. Also, clocking children in and out is not an option. It is required by our licensing agreement.

Parents must supervise their children upon arrival and departure. Please be sure your child is left in the care of an adult before you leave the building. DO NOT SEND CHILDREN INTO THE BUILDING ALONE.

Once you have removed your child from his/her teacher or classroom, you are in charge of your child and the center is no longer responsible. Please do not allow your child to run around the center unsupervised as this causes confusion during the day when they are with their teacher.

Children need to be here no later than 9 am. If your child has a doctor's appointment or emergency and will be late, please call the office and let us know.

Release of Children

Each parent will need to use a special key to get into the building. For a child to be released, the approved adult must be listed on the enrollment form as an authorized pick up person. According to Texas Minimum Standards for Child-Care Centers 746.4101 we cannot legally prevent a child from being picked up by a parent or person designated by the parent. However, we are aware that custody circumstances happen. If you have special circumstances, you may address this issue with the director and we can discuss options with you.

If a child cannot be picked up for legal reasons by one or more of the parents, a legal document must be placed in the child's file. The person picking up your child must be 18 years old; otherwise they must be with an adult. The only exception to this rule is for School Aged Children. If there is a sibling 16 or older that has been given permission by the parent, they may be allowed to pick up only the school aged sibling.

If no one on the authorized pick up list is able to pick up your child, please call the office and let us know who will be picking up your child. They must bring their driver's license for proof of ID to the office and we will take them to your child's class. If a teacher or staff member does not know the person picking the child up, even if they are on the list, we will request to see a driver's license for form of proof.

If a child care professional feels the adult picking a child up is intoxicated or under the influence of something and is impaired, the child will not be released. We reserve the right to call proper authorities if situations arise that put our center, children or workers in harm's way.

Please be aware, Law Enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission.

Verifying Identity

At times it may be impossible for an authorized person to pick your child up. In this case, parents are required to call ahead of time or tell the teacher or director who will be picking your child up from care. We are required to copy and keep on file, the driver's license of this person.

Door Cards

The entrance doors to the CDC are locked at all times to ensure the safety of your child. When you enroll, you will need to purchase an access card for \$5. Keys will need to be in like-new, working order condition to receive a refund. If you have multiple people bringing and picking up your child, you may purchase extra cards. If you lose your card you will need to purchase another one, we will not continuously buzz you in. To keep our facility secure, please notify us any time your card is lost so that we can deactivate it. Please do not let others in the door behind you. We understand it is polite to hold the door for the person behind you, but for safety reasons we need to keep track of everyone's card that is being scanned at the door throughout the day and prevent unwanted visitors entering our center.

Parking

Parking is available on West Street in front of the church or the parking lot in the back next to the playground. If you are parking and plan on being inside more than 3 minutes, please use the parking in front on West Street. We do not use the ally way for Parent Pick-up and Drop-off. The area is too high traffic with children going back and forth to the playground. We ask parents NOT to use the "breezeway" or "allyway" for any reason.

Section XII

Discipline & Guidance

The First Baptist Church Child Development Center firmly believes that discipline is the responsibility of the parent and that children are a gift from the LORD (Psalms 127:3). God makes parents responsible for each gift He gives. You are your child's first and best teacher. We, in close association with you, the parent, want to see your child trained in the way he/she should go (Proverbs 22:6). We will do all we can to discipline, guide, and redirect with love daily.

Teachers work with children daily to establish classroom rules and appropriate behavior. If the teacher has difficulty in the classroom due to the behavior of a child, the child will be sent to the office. During the time in the office the director or assistant director will discuss the behavior with the child on an appropriate developmental level. This time offers a brief period of quiet and isolation from the activities in the room. If the behavior does not improve; or if the child is in the office multiple times; or if behavior is such that it is injuring others; a parent will be called to talk to their child on the phone or possibly come to the center. Depending upon the severity of the behavior, a child may be sent home early as we do not have adequate staff to keep a child out of their room for an extended period of time.

Any type of inappropriate physical behavior (spitting, kicking, hitting, slapping, inappropriate touching, etc) or verbal abuse to a teacher or other staff member will not be tolerated. A parent will be notified if a child has acted disrespectfully to a teacher or other staff member. If this becomes a repeated issue, the child may be suspended from the program for an extended time.

To the best of our ability and resources, discipline is individualized and consistent to the child's level of understanding. It is directed toward teaching the child acceptable behavior and self-control.

Teachers use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, including:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and

4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

No harsh, cruel, or unusual treatment of any child is acceptable. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment.
- 2) Punishment associated with food, naps, or toilet training.
- 3) Pinching, shaking, or biting a child.
- 4) Hitting a child with a hand or instrument.
- 5) Putting anything in or on a child's mouth.
- 6) Humiliating, ridiculing or rejecting a child.
- 7) Subjecting a child to harsh, abusive, or profane language.
- 8) Placing a child in a dark room, bathroom, or closet
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want. Children will also mimic adults who demonstrate loud or violent behavior. Rapping, thumping, popping and flicking are only examples of various terms used for inflicting corporal punishment on a child.

Preventing and Responding to Abuse and Neglect

As a child care provider, all staff of the CDC are mandated reporters. This means, if we suspect or see signs of abuse or neglect, we are mandated by law to report the signs and symptoms noticed. Although, we may not be 100% sure, we are required to notify Texas Department of Family and Protective Services if suspicion arises.

Our teachers and staff are trained annually in signs and symptoms of child abuse and neglect. These signs and symptoms along with emotional changes in the parent and/or the child are documented as needed. Many times child behavior does not mean abuse or neglect. But in the rare case that we need to report, we have documentation supporting our concern. We will always err on the side of the child and the safety of the child.

Signs of child abuse can be subtle, and in many cases, nonexistent. Abused and neglected children are from all walks of life; every socioeconomic level, ethnicity, culture, religion as well as all education levels. Changes in your child's routine or new unexplained behaviors are worth a second look. Teachers do observe children upon arrival and during diaper changes for signs and symptoms of abuse or irregular bruising.

These are just a few of the things to take notice of:

- Unexplained injuries in abnormal areas
- Changes in behavior
- Returning to earlier behaviors
- Fear of certain places or people
- Changes in eating
- Changes to sleeping
- Changes in school performance or attendance
- Lack of personal care in hygiene
- Risk-taking behaviors
- Inappropriate sexual behaviors

For more information on signs and symptoms of abuse, please visit these websites:

<http://www.mayoclinic.org/diseases-conditions/child-abuse/basics/symptoms/con-20033789>

<http://www.troytimmons.com>

<http://taasa.org/>

Sexual Abuse Registry: <http://www.familywatchdog.us/>

If you have questions or concerns about abuse and neglect, please feel free to talk to the director. We are available to help educate families and connect families to resources you may need. We work closely with the Texas Department of Family Protective Services and you can view their website along with information about abuse and neglect on their website at http://www.dfps.state.tx.us/Child_Protection/Family_Support/default.asp. There you will find resources to help you. We also work with The Bridge, a Child Advocacy center located in Amarillo and Pampa. They provide training as well and are a wonderful resource for our community. You can find resources on their website at <http://www.bridgecac.org/>.

We will share resources with parents as they become available.

Please be aware of the factors that may increase a person's risk of becoming abusive include:

- A history of being abused or neglected as a child
- Physical or mental illness, such as depression or post-traumatic stress disorder (PTSD)
- Family crisis or stress, including domestic violence and other marital conflicts, single parenting, or young children in the family, especially several children under age 5
- A child in the family who is developmentally or physically disabled
- Financial stress or unemployment
- Social or extended family isolation
- Poor understanding of child development and parenting skills
- Alcoholism or other forms of substance abuse

If you fear you are becoming abusive, please seek help immediately!! For more information:

<http://www.helpandhope.org/>

National Parent Helpline (1-855-4A Parent or 1-855-427-2736)

What must I do if I suspect abuse or neglect of a child?

If a child is in immediate danger, call 911 or your local police first. Then call the Texas Abuse Hotline to make a report. The Texas Abuse Hotline is open 24/7/365

1.800.252.5400

www.txabusehotline.org

(Report via the online reporting system for non-urgent situations only. A non-urgent situation means that intervention is not needed within 24 hours.)

Suspension and Expulsion

Periodically, when all efforts have been made to rectify difficult behavior, it may become necessary to suspend care for a child. When difficult behavior erupts, we do all we can to assess the situation and make any changes to the room set up, teaching plan, activities, toys, etc. At times we may even need to move a child to another classroom depending upon age and availability. We do all that we can before suspension or expulsion of a child. However, some cases may be dangerous enough that we bypass all of the above for the safety of our children in care.

Each situation is individual and will have its own Behavior Plan. It is important that the parents work with the CDC teachers and directors to ensure a positive outcome. However, if a parent is not willing to participate or ignores

repeated attempts for communication, it is possible the child will be expelled. Ultimately, the safety of our children, the willingness of the child to improve behavior, and the willingness of the parents to help work through the situation, will determine the outcome.

If a child is suspended or expelled, it does NOT mean that the child is bad nor does it mean the child will have a future of negative behavior. Sometimes it may be an age appropriate behavior, but it just isn't safe in a child care setting. We will do our best to give you education materials to help educate you on the situation so you can know how to help your child.

Other reasons for expulsion include failure to pay your child care bill in a timely manner.

Behavior Plan

This is the course of action we will begin if a child has repeated negative behaviors such as biting, physical violence, cursing, etc. We will do our best to work with this plan, but it depends upon the willingness of the child's parents/guardians to help work through the situation. The child's teacher will work with the child on the behavior. Once that behavior becomes something that is problematic for the classroom, it is brought to the director and assistant director's attention. The child may make several visits to the office, as this is normal for difficult behavior. However, if the behavior does not improve we will move into a Behavior Plan.

A Behavior Plan will involve meeting with the parents and teacher as well as the director and/or the assistant director. The first step will be to define the problematic behavior. Then together, we will set up a course of action to help the child understand that the behavior is not allowed. This could include being consistent in verbiage used or even with positive praise (things that matter to the child so we can better accomplish the plan). It could involve changing teachers, if possible. We will problem solve together. We will continue working with the child on a daily basis and communicating with the parent. If the behavior does not improve and we have exhausted all efforts, a second meeting will be scheduled with the parents, teacher and director and/or assistant director. At this point, if behavior is not under control within the set date, a child will be suspended or expelled, depending upon the severity of the behavior.

The Director will retain the right to terminate care of a child if it is in the best interest of the child or other children at the center.

Section XIII

Gang-Free Zone-under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Transportation

Only approved drivers will drive the church vehicles. A copy of each staff member's drivers license will be in their file.

- We will only transport in FBC buses or vans.
- The director must approve all transportation.
- We will adhere to Texas Transportation Laws regarding the transportation of children. This includes the proper use of child booster seats.
- Children may only participate if parents have permitted them as stated on their enrollment form

Field Trips

All field trips will have the permission of the director and should be scheduled at least a week in advance when possible. A notice must be posted 48 hours in advance of field trips. It will be posted by the child's classroom and at the time clock. It will tell the purpose of the trip and the departure and return times. Children under the age of

four will not go on field trips. Parents are encouraged to participate but will need to provide their own transportation.

Outside Play

We feel that fresh air is one of the best ways to keep children healthy. Children will be taken outside two times a day, weather permitting. Please help us by being sure that your child has a jacket to wear outside when the weather is cool. Coats, hats, gloves, and boots are suggested when the weather is cold or wet. We do not have the capabilities to keep children inside when the class is outside.

Proper Shoes

Due to a playground surfacing, we prefer children wear tennis shoes or closed toe shoes; not sandals or flip flops. Sandals and flip flops do not correctly support the feet during active play such as running, climbing, or jumping. They also need to bring a change of tennis shoes if they wear snow boots to school, these also cause many accidents.

Sunscreen and Insect Repellent

Parents are welcome to bring sunscreen and/or insect repellent to be used on your child. Please notify the teacher and discuss with her directions for when it needs to be applied. It will also need to have your child's name on it.

Outside Water Activities

Water activities are limited to sprinklers and/or light sprayers on the playground. Parents will be given advance notice and must give approval by sending appropriate clothing and accessories to the CDC on the day that water activities will take place. Any other water activities will be announced and permission from parent/guardian will be required before a child is allowed to participate. Water activities will usually (but not always) take place on Fridays during the summer months. The CDC playground thermometer temperature should be 90 degrees or above before water play is allowed.

Section IX

Food

All Meals and snacks will be provided by each child's parent. Children will need to bring a ready to eat lunch daily. Specifics include:

1. No peanut butter or nut butters. Sunflower or other alternatives ok
2. Milk, water or 100% fruit or vegetable juice for drinking at lunch time. Water will be available the remainder of the day.
3. No candy or items with excessive amounts of sugar
4. Please use an icepack to keep the lunch cool and at a safe temperature. We cannot refrigerate meals.
5. Must be ready to eat, microwaves are not available to use

Teachers eat with their class and encourage children to try all items in their lunch. We encourage a family-type atmosphere where the teacher and children can eat together and talk about daily activities.

Drinks

White milk is preferred during lunch and will need to be provided by the parents. Children are offered water during the rest of the day. Sodas, juices, or sugary beverages are not allowed.

Bringing Food in the mornings

Children are welcome to bring breakfast with them in the morning if they are here before 8 am. They will be in the grouping room multipurpose room. Teachers leave this area at 8 am and children transition to their rooms and will start daily activities in the rooms. Due to scheduled activities in the classrooms, children may not be able to eat upon arrival if they arrive after 8 am. For more information on this, please talk with your child's teacher.

Class Parties

Class parties usually occur during the afternoon snack time after nap. If you would like to bring something for the class to celebrate your child's birthday, please let the teacher know. You are welcome to come celebrate parties with your child. During holidays, the teacher may plan a class party and a sign-up sheet will be provided for parents to sign up for various snacks. If you have any questions, please ask your child's teacher. If your child is bringing invitations to his/her birthday party, please be courteous and bring invitations for everyone in the class.

Section XV

Church information

The members of First Baptist Church welcome you to worship with us on Sundays and Wednesdays. For more detailed information about the church and our beliefs, please see the website at www.firstpampa.org. We offer a wide variety of events for children and adults. Please see the website and the CDC newsletter for upcoming events at FBC. You are invited to participate in activities at any time. We offer a wide variety of activities for children and adults on Wednesdays during the school year. If you have any questions, please feel free to contact the main office at 669-1155.

Sunday Worship

9:45 Sunday School

11:00 Blended Service

5:00 Evening Service

Wednesday Worship

5:00-6:00 Meal in Fellowship Hall

6:00 Prayer Service & Children's Activities

Pre K-Kindergarten

- Mission Friends 6-7pm
- Children's choir 4:45-5:30pm (CDC staff will take children to choir with a signed parent release)
- Sunday School 9:45am on Sundays

1st-5th graders

- Choir 4:45-5:30pm (CDC staff will take children to choir with a signed parent release)
- RA's for boys
- GA's for girls

Section XVI

Early Childhood Intervention

ECI is a statewide program for families with children, birth to three, with disabilities and developmental delays. ECI supports families to help their children reach their potential through developmental services. For more information, please visit <http://www.dars.state.tx.us/ecis/index.shtml> or call 1-800-628-5115.

Child Care Services- for financial assistance with child care

1206 W. 7th Street

P.O. Box 1682

Amarillo, Texas 79101

Phone: 806-372-5521 or toll free 1-877-967-5228

Fax: 806-371-7342

http://www.wspanhandle.com/site_main/childcare_de_li.html

The Department of Family & Protective Services

3521 SW 15th Ave

Amarillo, TX 79102.

806-354-5307

www.dfps.state.tx.us. The Child Abuse Hotline number is 1-800-252-5400

Sign and Return This Page acknowledging you have read and understand the policies within.

I give permission for my child's photograph to be taken and used in The Pampa News, CDC brochures, newsletters, advertising, and/or on First Baptist church Pampa's website or a future Child Development Center website. I understand that photographs may be used for advertising purposes and I also understand that I will not receive any compensation of any kind for any advertisement that my child may appear in.

The Pampa News: Yes _____ No _____ (please initial your choice)
 First Baptist website use: Yes _____ No _____ (please initial your choice)
 Social Media: Yes _____ No _____ (please initial your choice)
 CDC Newsletters: Yes _____ No _____ (please initial your choice)
 CDC brochures: Yes _____ No _____ (please initial your choice)

Since meals are provided by the parents, it is the responsibility of parents/guardians to provide nutritional meals for their child. It is also the responsibility of the parents/guardians to ensure the meal is stored safely at proper temperatures by including an ice pack or cooled lunch bag, thermos for warm food, etc. We are happy to help if you have any questions.
 (please initial) _____

I have read, understand and agree to abide by the policies and procedures of the First Baptist Child Development Center.

Date: _____

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

****Texas Minimum Standards require that you sign and return this document upon admission to the FBC Child Development Center.****

CDC Administrator Signature: _____

If you would like to receive messages, newsletters, photos, information via email, please list your email address below. We will not distribute or publicize any email addresses and your address will only be used to convey information to you concerning your child and/or information about the FBC Child Development Center and First Baptist Church.

Email Address: _____