

First Baptist Church
Parent's Day Out
Preschool

FBC PDO Preschool
500 Webster Avenue
Waco, Texas 76706

Director: Jo Ellen Roach M.Ed.
Assistant Director: Rita Naida CDA
Office Manager: Leticia L Martinez
Phone: 254-756-6933



Dear Parents,

Welcome to the Parent's Day Out Ministry at First Baptist Church of Waco. We are looking forward to the privilege of teaching your child.

Our curriculum is designed to provide each child the skills he or she needs to be fully prepared for school. In our toddler one class we are striving to build basic foundational concepts such as trust in a safe, secure environment. Preschool Two exposes' children to shapes and colors and teaches them skills in social interactions. In Preschool Three the children will recognize the letters in their names, begin basic patterning and learn math skills such as grouping. Our Pre-kindergarten children will be introduced to the alphabet and the sounds the letters make. They will also have enrichment areas such as music, chapel and Spanish.

We would love for you to visit our church for Sunday School and other programs. We offer children's choir and mission education for preschoolers and children. Please stop by the office for information about these ministries.

We welcome you to visit us at any time. When specific programs are planned to involve parents, we will let you know in advance. Thank you again for your trust and commitment to your child.



General Information

Classroom Divisions

Our program is divided into four classrooms:

Toddler 1, Preschool 2, Preschool 3, Prekindergarten

We accept children ages 12 months through prekindergarten. The curriculum is enhanced as the children grow older and move to another developmental level.

Enrollment Priority

Families are selected from the waiting list according to the date they called the program with a few exceptions. Siblings of a child currently enrolled in our program will receive first priority on the waiting list. Active members of First Baptist Church and families involved in our weekday ministry will receive the next priority on the waiting list.

Inclement Weather

Should it be necessary to close the school due to bad weather, we will notify the local television stations. Our program will be listed as First Baptist Preschool - Waco. Our program closes or opens late when local schools close or open late due to bad weather. Tuition will still be charged if we close due to inclement weather.

Days & Times: Tuesdays and Thursdays 9:00 a.m. - 2:30 p.m.
Wednesdays 9:00 a.m. - 2:30 p.m.
are offered as an optional enrichment day for children in Ps 3 and Prekindergarten.

Financial Arrangements

Enrollment Fee: \$50.00
Supply Fee: \$50 January
\$50 June
\$50 September
Tuition: \$239.00 per month for T/Th
\$355.00 per month for T/W/Th (preschool 3-6 years)

Early drop off/Late pick-up Fee: \$1.00 per minute: time is set by the office clock

Drop-in Rate: \$30.00 Reservations required

*Payment is due on a child's first day of class each month. We accept monthly automatic bank draft, checks, or cash. All checks should be made payable to First Baptist PDO.

Paying when a child is absent or the school is closed

The monthly tuition rate will apply when a child is absent or if the school is closed as you are paying for the place reserved and not the child's attendance.

Dropping in or Substituting Days

Children that are enrolled one day a week may drop in on the second day only if there is room in the child's classroom. **Payment will be required for the additional day even if your child missed a day due to illness or vacation.** The \$30.00 drop-in rate will be assessed.

Changing Days or Leaving

A two-week written notice is required to withdraw your child from the program or to change dates of attendance. Families will be charged tuition for this two-week period even if the child does not attend.

Do I pay an annual enrollment fee?

No. The enrollment fee is a one-time fee if your child continues in the program. However, if the child leaves the program for a period (e.g., summer semester), a new enrollment fee will be charged upon the child's return.

Educational Objectives

A comprehensive program is planned using the WEE Learn Curriculum as the basis for learning activities. The activities and games that are used may seem to be "play," but they are planned events to help each child develop to his or her fullest potential.

Emotionally

Beginning in our toddler classrooms, a safe and secure environment is provided for the children. This lets them know that they can trust adults other than their parents. This foundation of trust is built upon throughout all the classrooms in our program.

Socially

Children need to be able to interact with their peers in a healthy manner. This includes learning to share as well as how to handle conflicts with their friends. The children are assigned classrooms based upon their school year. This helps children learn how to deal with relationships with children within that grade. Good manners are incorporated into all our activities.

Physically

Children must develop their large motor skills before their fine motor skills are developed. Opportunities are provided for children to be active both indoors and outside. Fine motor skills are developed through activities such as cutting and molding play dough.

Spiritually

It is vital for preschoolers to develop a strong spiritual foundation that they can always turn to in stressful situations. Biblical stories and verses are incorporated daily into all our learning centers. Research has indicated that children learn best when they can relate the lesson to their lives. Teachers provide connections between what the child is doing and the Biblical emphasis.

Cognitively

Learning to communicate and the desire to read are important in every child's education. By enhancing a toddler's vocabulary and reading often to them, the stage is set for academic readiness. Two-year old children are ready to learn concepts, such as shapes, colors, and positions. Through play, children are repeatedly exposed to these concepts. Three-year old children are taught to recognize their names and the letters that comprise them.

Children begin using patterns to prepare them for phonics. During this year, teachers begin to help children understand math concepts, such as sorting, classifying, and noticing likenesses and differences. Writing skills are developed through “journaling” pictures relating to their unit of study.

Pre-kindergarten children are exposed to the alphabet. Although we will not be using work sheets with the children, they will have opportunities to write letters and numbers, create them with their bodies and through mediums like play dough and sandpaper. Since all children are not ready physically to write at this age, greater emphasis is placed on the child’s ability to recognize not only the letters, but also the sounds that those letters make.

Home Environment

The staff does its best to provide each child with the foundation that they will need to succeed at school. Parents are encouraged to review what the children have learned at school. Daily communication is provided for parents that will help facilitate this. Lesson plans are posted for parents to review in each classroom.

Classroom Enrichment

Chapel

Preschool 3 children and Pre-kindergarteners will go to chapel weekly. During chapel they will learn that there are appropriate times to participate in worship verbally and appropriate times to participate through listening. The children will sing songs, hear a Bible story, and learn Bible verses.

Children in the Toddler 1 and Preschool 2 classes will hear a Bible story and Bible verse phrases related to the unit of study in their classrooms. The stories and verses are incorporated in the learning centers as well as group time.

Music

Children will have opportunities to listen to music every day. They will learn new songs with motions, they will be exposed to “feeling” the beat, different musical instruments, and listening to and identifying pitch levels.

Field Trips

Field trips will be scheduled in the pre-kindergarten class during the summer session to enrich the child’s experiences. Parents will be notified at least one week in advance. Children are required to wear a First Baptist t-shirt on all field trips. Shirts are available in the Preschool Office.

Progress Observation

Student progress observation is utilized by the classroom teachers. The purpose is to help teachers individualize the curriculum to the needs of each child. This process helps teachers to assess how each child is developing cognitively, socially, emotionally, and physically in a group setting.

Communication

A monthly calendar is sent home describing the unit of study and special events. Please check these to be aware of upcoming events as well as reinforcing the unit your child is learning.

*Before your child arrives the teachers prepare their classroom for the day. During this time, staff children are supervised in the classroom. This is not a drop off area for early arrivals.

*Our program begins at 9:00 a.m. Teachers are not to accept children in their rooms until then.

*Children who are enrolled in our program have a more enjoyable experience if they can participate in the full day's activities. We encourage parents to bring their child early enough to participate in all the learning activities. Please notify the preschool office if a child will be absent or late.

*Our program ends promptly at 2:30 p.m. If you have more than one child enrolled in the program or you need to discuss an issue with the director, please arrive early enough to take care of business and pick up all your children by 2:30 p.m.

Dress Code

We feel learning occurs best with a hands-on approach for preschoolers. Please dress your child where he/she can feel free to experience all projects fully without ruining his/ her clothes. Children should bring extra clothes in case something is accidentally spilled on their outfit or a potty-training accident occurs.

Signing In and Out

State law requires licensed programs to keep drop-off and pick-up records. When you bring your child to his or her classroom, please sign your child in and leave a telephone number where you can be reached that day. Please note any special instructions on the sign-in form. You must also sign your child out when leaving our program.

Labeling Personal Belongings

We try to be careful to send each child's belongings home with him. Please mark all items coming to First Baptist with your child's name. Please send all utensils needed to serve your child his/her food.

Schedule & Food

A morning snack is provided for the children around 9:45 a.m. in the younger classes. The morning is divided between inside and outside activities. Lunch begins between 11:30 a.m. and 12:00 p.m. and is followed by a brief rest time.

Water will be served with snack and lunch. Please bring a water bottle for your child.

Lunches should not require heating or cooling. There are no refrigerators or microwave ovens in the classrooms. Food needs to be prepared so it does not pose a choking hazard, e.g. grapes must be cut in half for young children, etc. Parents of children enrolled in Parent's Day Out Preschool are responsible for providing lunch for their child. Parent's Day Out Preschool is not responsible for the nutritional value of the children's lunches or meeting the child's daily food needs. Parents must provide lunches that are nutritionally sound.

We are a peanut free school. Food items containing peanuts or peanut butter are not allowed.

Class Parties

Parties at school are usually held at lunch. Sign-up sheets will be available prior to each party. All food items served at class parties must be purchased from someone with a health license such as grocery store, bakery, or restaurant.

Illness Policy

What types of illness would prohibit a child from attending the child-care center?

Children must not be allowed to attend if one or more of the following exists:

- (1) 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) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness.
 - (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness.
 - (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness or
 - (D) 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
- (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.

Accidents/Injuries

Because of the nature of children, minor bumps and falls will occur while they are at our program. When this happens, much tender loving care will be applied along with appropriate medical care (band aids, etc.) If a more serious injury occurs, we will notify the parents immediately. If the child's parents cannot be reached, the administrative staff or teacher in charge of the child will contact the child's physician and act according to his/her direction

Driveway Policy

On bad weather days when it is necessary to drop off your child underneath the carport, please pull all the way forward to the end of the driveway as far as possible so that other cars may fit under the carport as well. A car may not be in the driveway longer than five minutes. Parents may also park across the street in the parking lot. For your safety and your child's, please do not park along the street in the cross walk. Cars parked in the cross walk may be ticketed or towed.

Releasing Your Child

For your child's security, we will release him/her only to parents or individuals listed on the child's enrollment forms. If someone other than a parent is picking up a child, that person will be required to present a driver's license. The driver's license number will be recorded in the class logbook. If you know at the beginning of the day that someone else will be picking up your child, please indicate that on the sign-in sheet located in your child's classroom.

What do I do when my child cries when I drop him off?

Hearing your child's cries as you drop him off is one of the most heart-wrenching sounds. It helps to bring your child early enough to participate in all the day's activities. Your child's adjustment is usually easier when you make a clean break.

Tell your child:

- you love them
- you know they will have fun today
- you will be back to pick them up that afternoon

Our teachers will continue comforting them and engaging them in activities to distract them as you leave.

Check on your child

- have the office staff listen through our intercom
- call the preschool throughout the day
- stay outside the class until he calms down

Do not

- look through the window (he may see you)
- take your child home if he cries

We will call you if your child does not calm down and we cannot comfort him.

Why won't you tell me who bit or hurt my child?

Our policy is to protect each child's privacy and to keep him from any type of harm. This includes physical aggression as well as social exclusion. When a child hurts another child, we deal with the behavior at once. The intent behind the action, the frequency of the behavior, and other causes determine how each instance is handled. When your child is hurt, we will notify you of the injury and the situation surrounding the activity. We will also notify the parent of the child who injured your child. Our policy is not to discuss the issue in front of children or other adults.

Does my child have to go to sleep?

No, we will not force any child to go to sleep. However, we will require your child to lay quietly and allow other children an opportunity to rest. We often find that children who may not rest at home, need to rest and fall to sleep on their own after spending the day interacting with their friends.

The length of rest time varies from class to class depending on the ages of the children enrolled. We create a relaxing atmosphere by playing soft peaceful music and turning off the classroom lights. Teachers will sit next to the children and pat the backs of those that need it.

What do you do in case of an emergency evacuation?

Each classroom has a plan posted on how to leave the building in an emergency.

Fire drill: the children will exit the building through the front door

Tornado drill: all children will meet in room 127&130

Emergency evacuation: evacuate to the Live Oak Gym located at 4th and Clay.

The daily sign-in sheet and your child's emergency card will be taken to reach parents if necessary.

Discipline Guidelines

Our goal is to teach the children how to handle themselves when they are feeling angry or hurt. We model for the children what to say when they are upset. For instance, "You are angry that he took the ball from you. Tell him, "I'm angry. I want my ball back.""

If inappropriate behavior is observed in the classroom, the staff intervenes.

Intervention Steps:

1. Remind the child what they want them to do and what is inappropriate. "Put your feet on the floor. You may jump on the floor. You may not jump off the chair."
2. Redirect the child to a new activity.
3. Time-out (1 minute for each year of the child's age)
4. Visit with the director. After a discussion of the incident, the child will sit in the office.

If a behavior is repeated a parent conference can be scheduled to discuss how to help the child work through this area. Children that do not respond to the disciplinary guidelines may be subject to dismissal from the program.

Our program is licensed through the Texas Department of Protective and Regulatory services.

The teachers in our program have received training in DPRS Discipline rules.

Texas Department of Protective and Regulatory Services states the following:

*Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

*A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

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.

*There must be no harsh, cruel, or unusual treatment of any child. 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, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Parent/Teacher Conference

The staff at First Baptist wants parents to feel comfortable with all that happens in the classroom. However, it is often difficult for teachers to discuss issues with parents during pick up or drop off times. Teachers are responsible for all of the children in the classroom, and it is challenging for them to supervise children while talking at length to parents. Also, we prefer to discuss issues concerning a child outside of his presence. This protects both the child's and parent's privacy. If there is something you wish to discuss with your child's teacher, feel free to send her a note, and she can call you during nap time. If you would like to set up a meeting with the teachers, please let them know.

Staff Training

All teachers are trained in CPR and First Aid. Teachers attend 30 hours of age-appropriate curriculum planning and child guidance training each year. The WEE Learn Christian curriculum is implemented in each classroom.

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

1. enter and examine the child care facility during the facility's hours of operation without advanced notice;
2. review the child care facility's publicly accessible records;
3. receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
4. obtain a copy of the child care facility's policies and procedures;
5. review, at the request of the parent or guardian, the facility's:
 - (A.) Staff training records; and
 - (B.) any in-house staff training curriculum used by the facility;
6. review the child care facility's written records concerning the parent's or guardian's child;
7. inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A.) video recordings of the alleged incident are available;
 - (B.) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C.) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
8. have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
9. be provided the contact information for the child care facility's local Child Care Regulation office;
10. file a complaint against the child care facility by contacting the local Child Care Regulation office; and
11. be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

Resources

Facility Information and Online Compliance History: <http://txchildoaresearch.org>

Child Care Regulation Contact Information: <https://www.hs.texas.gov/services/safety/child-care/contact-child-care-regulation>

PDO Calendar 2025

January 7, 2025	Spring Semester Begins/Supply Fee Due
March 10-14, 2025	Closed for Spring Break
June 2, 2025	Summer Session Begins/Supply Fee Due
*August 15, 2025	Meet the Teacher 4:00-6:00 p.m.
*August 19, 2025	Fall Semester Begins
September 2, 2025	Fall Supply fee due
November 26-27, 2025	Closed for Thanksgiving
December 22-January 2	Closed for Christmas
*Subject to change due to public school schedules.	

Tuition	\$239.00 per month for T/Th	9:00 a.m. – 2:30 p.m.
	\$355.00 per month for T/W/Th (preschool 3-6 years)	9:00 a.m. – 2:30 p.m.