

About this Handbook

This handbook has been prepared to help you and your child understand the operational policies of the school. It is our hope that it will facilitate a smooth transition into our Infant Development Center and Kids' First Enrichment Academy.

The information contained herein has been prepared as a policy guide and is subject to be changed and refined as necessary by the Administration.

Greetings from the Director

Welcome to the Child Development Center. We are pleased that you have entrusted your child(ren) to our care. We believe that your child(ren) will be richly blessed in this nurturing environment.

Our program is designed to meet the needs of children by, allowing them the freedom to be children and to provide opportunities for their total development.

The emotional, intellectual, social and physical development of every child will be treated with balance and care. Bible, African and African-American History, Physical Education Activities, Character Education, Computer, Chorus, and the curriculum will ensure that this balance is achieved.

The members of our staff have been selected with the utmost care. They are professionally trained and committed to teaching your child(ren) in a loving, caring environment.

We look forward to serving you this school year. If you have any questions, concerns, or words of encouragements, my door is always open.

Thanking you in advance,

Sister Evelyn Ogletree
Director

CODE OF ETHICS FOR PARENTS AND STAFF

All students and parents are responsible for observing our Code of Ethics.

- 1) I will adhere to the policies outlined in this handbook and other related policies and procedures of the Infant Development Center.
- 2) I will be loyal to the teaching philosophy of the school.
- 3) I will respect the position of the administration.
- 4) I will use the proper channels and chains of command to express concerns.
- 5) I will discuss confidential information only with authorized persons.
- 6) I will refrain from gossip, derogatory remarks, criticism, “grapevine” communication, and judgment of teachers.
- 7) I will not initiate talk about the school’s affairs with others.
- 8) I will give fair recommendations.
- 9) I will be of the highest moral character.
- 10) I will do unto others, as I would have others do unto me.
- 11) I will practice courage, perseverance, and calmness.
- 12) I will be aware of my personal appearance so I will be neatly and appropriately dressed.
- 13) I will accept positive criticism graciously.
- 14) I will avoid interference in the classroom affairs.

THE CHILD DEVELOPMENT STAFF

The Child Development Center staff is a group of professionally trained educators whose goal is to teach to the developmental and educational needs of students. We understand that an excellent program can only be ensured, by hiring competent teachers, who use their gifts, skills, and talents as an effective team to accomplish the school's vision for the Child Development Center.

ADMISSION POLICY

The First Metropolitan Child Development Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the Center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic and their school administered programs.

Applicants to the Child Development Center must provide the following information:

- 1) Application
- 2) Signed Agreement
- 3) Enrollment Fees
- 4) Current Immunization Record/Form
- 5) Statement of Health
- 6) Parent Receipt of Handbook
- 7) Food Program Forms

All children are expected to demonstrate a willingness to obey our standards and to pursue academic excellence. Children who are unable to adjust to our program will be withdrawn. We allow 30 days for adjustment. Fees are not refunded should you need to withdraw your child after the expiration of the adjustment period.

ALL PARENTS ARE REQUIRED TO MEET WITH THE CENTER DIRECTOR.

APPLICATION PROCEDURES

In cases involving children who are emotionally, mentally or physically handicapped or have been previously diagnosed as having severe learning disabilities, we will request a conference with the parent/guardian, social service provider, and the Infant Development Center's Administrator. This is required to assess the ability of the Center to provide the necessary services prior to accepting the child in the Center's program. At the conference, the parent/guardian will provide appropriate medical documentation of diagnosis and prognosis, as well as the medical and special needs of the child in an education environment.

For the health, safety and welfare of your child and that of the Center, we may require that you provide additional information and complete forms concerning your child. An individual file will be kept for each child enrolled in the Infant Development Center. The contents of this file will be kept confidential and will be open to review by the parent or guardian at any time upon request.

We expect parents or guardians to update information pertinent to the child, as necessary and appropriate, including change of address, phone number, name and place of employment, and emergency contact. These changes will be dated and initialed by the parent and the Director or designee. Failure to do so will result in dismissal.

Any suspected incident of child abuse, neglect or deprivation will be reported to the local County Department of Family and Children Services. Unless we have proper documentation (court order), children will automatically be released to both parties.

FINANCIAL ARRANGEMENTS

A non-refundable **Registration Fee of \$75** must be submitted in the form of a check or money order at the time of enrollment. This fee will be assessed as a **re-registration fee** annually.

Tuition is paid according to the current tuition schedule. All tuition must be paid in advance by 9:00 a.m. Tuesday morning. Late tuition will be assessed a late fee of \$25. **After three (3) days of non-paid tuition** the child will not be admitted to class. The child will not be admitted to class on Wednesday morning.

The center will **close promptly at 6:30 p.m. daily**. If you find that you are going to be late, please notify the school immediately so that your child can be notified of this change and staff arrangements can be made. Any parent whose child remains after 6:30 p.m. will be charged \$1 **per minute**, or any part thereof. **Late fees will be charged regardless of notification**. Abuse of overtime charges may result in an administrative withdrawal from the program and or notification of Child Protective Services for students left at the center without notification.

A **return check fee of \$25** will be levied on any check returned by your bank. We reserve the right to refuse any future check payments after two (2) checks have been returned.

Year-end tax statements are provided annually to parents upon written request.

CLASS PARTIES AND HOLIDAY CELEBRATIONS

As Christians, the beliefs and traditions we teach our students about holidays will be biblically based. We want our students to understand why we celebrate certain holidays and how we should celebrate them as Christians.

Each class will have three class parties during the year, one celebrating the Birth of Jesus, Valentine's Day, and an "End of the Year" party. No other parties will be scheduled to celebrate holidays. Birthday parties are always welcome when scheduled with the teacher. We do request your cooperation in scheduling only one party weekly per class. We require that parents cooperate and give one combined party when two or more students have the same or similar birth dates.

Latex balloons can be dangerous for children. If you must bring balloons, please use the foil-type balloons.

We also encourage healthy foods. Please limit sweets and red punch. Fruit juice is preferred.

HOURS OF OPERATION AND VISITS

The hours of operation at the Infant Development Center are from **6:30 a.m. to 6:30 p.m.** Monday thru Friday.

The administrative office hours are from **8:00 a.m. to 5:00 p.m.** Monday thru Friday. Should you have any questions, please call the school office at (713) 983-6403. If you need to reach the center outside of office hours please call 713-983-7878.

Visitors are welcome to tour our facility; however, we do request that an appointment be made in advance. As a parent, you are welcome to visit your child's classroom at any time. However, we request that all unscheduled visits be kept to a minimum of 5 minutes to avoid classroom distractions and that you check in with the director prior to going to the classroom.

In an effort to provide excellent security, we require that you sign in at the office before visiting the classrooms. A Visitor's Badge will be issued to you at that time.

DAYS OF OPERATION

The Infant Development Center will be open Monday thru Friday throughout the year except for the following holidays:

New Year's Eve	Good Friday	Labor Day	
New Year's Day	Memorial Day	Thanksgiving Day	Christmas Day
Independence Day	Day After Thanksgiving	Day After Christmas	Teacher's Planning/Workdays (TBA-2 per year)

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

In the event of inclement weather, local TV stations and radio stations will report on the closing of the Infant Development Center. Normally, if Cypress Fairbanks closes for inclement weather we will also.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

For the safety of the children, all parents are required to report to the child's teacher or staff and sign the child in. We request that you not send your child in alone. Persons bringing and picking up children must be at least 16 years of age and be on the child's pick up list. The person bringing and picking up the child must use the computer to sign in. Parents should notify the office if a child will be reporting to class after 9:00 a.m.

Dismissal

We encourage you to pick up your child in a timely manner. Children who continuously stay for excessively long days are more open to fatigue and ill-tempered behavior.

All parents are required to sign their child out of the center before leaving. Children are only released to persons authorized by parents on the application. Written notification of changes are required with this request. Unless we have proper documentation (court orders), children will automatically be released to both parents noted on application.

When circumstances necessitate an early dismissal, parents are required to inform the teacher in the morning and follow procedures as follows:

- At pick-up time, report to the office and sign out
- Proceed to your child's classroom
- If you know that you are going to be early or late picking up your child, please notify the school **immediately**. This enables us to comfort and prepare the child for departure.

Please note that there is a late fee charged for time after closing. A charge of **\$1 per minute** will be assessed for every minute late. The money **is due at the time of pick-up** or no later than the following day, **in cash**, upon arrival at the Center. The late charges start at 6:31 p.m. **Failure to pay late charges may result in the termination of your child's services from our program.** Students who are still in our care at 7:00 p.m. will be released to the Police Department or Child Protective Services. Staff is not permitted to leave the facility with students because of the liability involved.

When we cannot contact anyone and/or make arrangements for the child to be picked up, the Police Department will be called to pick up the child. The following notice will be placed on the door with the information contained herein:

POLICE PICK-UP NOTICE

Child Care Facility: First Metropolitan Church (Infant Development Center)

Child's Name: _____

Child's Class: _____

Person Notified: _____

Relationship: _____

Time Notified: _____

Officer's Name: _____

Destination: _____

Telephone #: _____ **Pick-Up Time:** _____

COMMENTS:

Staff's Signature

Date/Time

Officer's Signature

Date/Time

Director's Signature

Date/Time

OPERATIONAL POLICIES

If you wish to review the Minimum Standards set up by TXDPRS, please ask the director or assistant director. These standards are kept in the office. If you wish to contact the local TXDFPS please call 1-800-862-5252. Their website is www.tdprs.state.tx.us. The latest inspection report is located on the bulletin board by the payment box.

All suspected child abuse will be reported to PRS child abuse ASAP at 1-800-252-5400. Our first concern is the welfare of the child.

THE CURRICULUM

The Infant Development Center uses Innovations curriculum, which enables us to accurately teach the basic skills. The successful teaching of this program gives each student an excellent academic foundation. We also include information about developmental stages as part of the curriculum for all children.

To ensure a balance, our program also features Physical Education, Field Trips, Speakers, and Activity Time. A daily schedule is posted in your child's classroom.

PROGRESS REPORTS

Progress reports are issued three times a year. Parent-Teacher Conferences are held upon request to review the assessment (October, January and May).

PLACEMENT POLICY

Students are randomly assigned to classes and special requests are not granted. Each classroom has a licensed capacity and we must adhere to that regulation.

Classroom assignments are permanent. Students are not moved due to age change, but are placed based on their age on the first day of school. The listed staff/child ratios are in effect as follows:

<u>Ages of Children</u>	<u>Staff / Child Ratio</u>
6 weeks – 12 months	1:4
12 – 18 months	1:5
18 - 24 months	1:9
2 year olds	1:11
3 year olds	1:15
4 year olds	1:18

TODDLER & PRESCHOOL PROGRAM

TYPICAL TODDLER DAILY SCHEDULE (Current schedules are posted in classrooms)

Time	Activity	Description/Skill Focus
7:00 to 8:00	Breakfast/Sensory	* Children are offered breakfast or they can do a quiet activity.
8:00 to 8:20	Music & Movement	* Children gain practice in large motor skills through movement activities to a variety of music.
8:20 to 8:30	Story Time	* Story is read. Children gain practice in listening skills and increasing attention span.
8:30 to 9:15	Free Choice/Art/Diapers	* Toddlers explore the various activities offered in their classroom including art. Diapers are checked and changed if needed.
9:15 to 9:30	Snack	* Toddlers sit at a child sized table and gain practice in eye-hand coordination and self-help skills through drinking from cups and feeding self.
9:30 to 9:50	Outdoor Activities	* Toddlers gain practice in large motor activities through running and climbing outside.
9:50 to 10:00	Circle	* Toddlers sing songs, learn fingerplays and participate in flannel board activities.
10:00 to 10:30	Free Choice/Diapers	* Toddlers explore the various activities offered in their classroom including art. Diapers are checked and changed if needed.
10:30 to 10:45	Music & Movement	* Children gain practice in large motor skill through movement activities to a variety of music.
10:45 to 11:00	Story Time/Diapers	* Story is read. Children gain practice in listening skills and increasing attention span. Diapers are checked and changed if needed.
11:00 to 11:30	Outdoor Activities	* Toddlers gain practice in large motor activities through running and climbing outside.
11:30 to 12:00	Lunch	* Toddlers sit at a child sized table and gain practice in eye-hand coordination and self-help skills through drinking from cups and feeding self.
12:00 to 2:00	Nap	* Each toddler has his/her own mat covered with his/her own blanket from home.
2:00 to 2:30	Wake Up/Diaper Changes	* As Toddlers awaken, children are given quiet activities to do, or listen to stories. Each child's diaper is changed as he/she awakens.
2:30 to 3:15	Outdoor Activities	* Toddlers gain practice in large motor activities through running and climbing outside.
3:15 to 4:15	Snack/Story/Free Choice	* Toddlers choose stories from the bookshelf that they wish the teachers to read. They may freely choose activities to explore.
4:15 to 4:30	Music & Movement	* Toddlers gain practice in large motor activities through movement activities to a variety of music.
4:30 to 5:15	Outdoor activities	* Toddlers gain practice in large motor activities through running and climbing outside.
5:15 to 6:00	Computer/Quiet Activities	* Toddlers are read stories and given quiet activities. Older toddlers may use the computer at this time.

This schedule is subject to change depending upon the children's needs and interests.

Children are expected to arrive no later than 9:00am in the morning. Late arrivals can be a disruption to the classroom routine and to your child.

TYPICAL PRESCHOOL DAILY SCHEDULE – We use a Developmentally Appropriate Theme Based Curriculum.

Time	Activity	Description/Skill Focus
7:00 to 8:15	Breakfast/Sensory	* Children are offered breakfast or they can do a quiet activity.
8:15 to 8:30	Story Time	* Children choose stories from the bookshelf that they wish to read.
8:30 to 9:15	Outdoor Activities	* Children focus on large muscle and social skills. The concept of “taking turns” is practiced using inside big wheels.
9:15 to 9:30	Music and Movement	* Children gain practice in large motor skills through movement activities to a variety of music.
9:30 to 10:30	Plan, Do, Review/Snack*	* Children sit with a teacher and plan what activities they want to choose from the various centers offered. At the end of this period, children review what they did during this time.
10:30 to 10:45	Small Group Activity	* Children participate in a teacher directed writing, language, and math or science project geared towards problem solving or deductive reasoning.
10:45 to 11:00	Circle Time	* Children sing songs, participate in a learning activity, group games, and practice counting & language skills.
11:00 to 11:50	Outdoor Activities	* Children focus on large muscle and social skills. The concept of “taking turns” is practiced.
11:50 to 12:00	Set Up Beds/Wash Hands	* Children set out their own mats and blankets. Children are required to wash their hands before and after each meal.
12:00 to 12:20	Lunch	* Lunch is served. Children practice good table manners, and what is considered appropriate and inappropriate table discussions.
12:20 to 12:40	Quiet Reading	* Children wash their face and hands after lunch. Afterwards, preschoolers may choose a book or two to look at quietly on their mats as they take their nap.
12:40 to 1:00	Chapter Story	* A chapter story is read to the preschoolers. Children gain additional practice in listening skills and increasing attention span.
1:00 to 3:00	Nap	* Each preschooler has his/her own mat covered with his/her own blanket from home.
3:00 to 4:00	Snack/Free Choice	* As children awaken, they put their bedding away and eat snack.
4:00 to 5:30	Outdoor activities	* Children play group games outside and practice their large motor skills. Children play inside if the weather is too foul for outdoor activities.
5:30 to 6:00	Quiet Activities/Departure	* Math and Computer activities are open at this time.

This schedule is subject to change depending upon the children’s needs and interests.

Children are expected to arrive no later than 9:00am in the morning. Late arrivals can be a disruption to the classroom routine and to your child.

PARENT INVOLVEMENT

Regular Parent-Teacher Conferences are scheduled upon request to discuss the student's progress. Should a student exhibit some type of behavioral problem, a conference will be held and parents are required to attend.

Parents are required to participate in some aspect of our program. Parents may offer their time and talents to the Center in a number of ways. You may wish to volunteer your services for one or more of the following services:

- Assist in classrooms
- Work at special events
- Attend field trips

Since field trips and other special activities are an important part of our program, we require that each parent volunteer for at least one field trip.

Parents are encouraged to express all concerns in writing. We welcome your input and encourage you to correspond in a respectful manner. Constructive criticisms help to improve our program. The Director is available for conferences, upon request. However, if it is determined that a parent's motive is to destroy, cause confusion, discord or division within the Child Development Center, the child will be terminated from our program. Parents who falsify any information or misrepresent the Center in anyway will result in termination.

We sincerely welcome the opportunity to resolve all concerns. However, loud, argumentative and disruptive conduct will not be permitted on these premises. Any display of unacceptable behavior by parents toward faculty or staff will result in your child's dismissal from our program. Telephone conversations by parents who are threatening, rude and disrespectful will result in dismissal.

We welcome and need your participation. To keep you informed, we have an Information Board at the front entrance and we send home a monthly newsletter through your child's courier. All outside correspondence sent to parents through our center must be approved by the Director.

WITHDRAWAL

In the event you withdraw your child from the Center, the parent must provide written notice for the child(ren)'s file. The final payment must meet all financial obligations incurred to date. Children may be administratively suspended or withdrawn due to the failure of the parent to meet the financial obligations, excessive late pick-up, failure to follow the policies and procedures as stipulated in the Parent handbook and/or the child's non-adjustment to the Center's program. If a child is suspended the length of the suspension is at the discretion of the Daycare Director.

ABSENCES

We encourage parents to contact the Child Development Center if a student will be out for one day. After three (3) days, the child's teacher will call you.

ABSENCES DUE TO ILLNESS

If it is determined that a student needs more than two (2) weeks out for medical reasons, a medical statement must be submitted by a physician. A decision will be made regarding the status of the child's place at the Center by the Director. Sick leave credit shall not exceed two weeks of tuition during the current enrolled period.

VACATION TIME

All students are eligible to receive one (1) week of vacation, if he/she is enrolled for the 12-month program. Contact the business office for details.

CLASSROOM PROCEDURES

Health and Safety Procedures

Effective August 1, 2000, children 12 months of age, born on or after September 2, 1994 will be required to show proof of either one dose of varicella received on or after their first birthday or parent or physician validated history of varicella before entering day care.

We do require that all children be fully immunized with all required vaccinations. (This information is listed in the back of the handbook).

So that we may best anticipate the needs of your child, we expect parents to provide information concerning the child and any special health conditions and/or consideration such as: asthma, allergies, diabetes, epilepsy, heart disease, hyperactivity, etc.

All students will be observed daily for any signs of illness. If any symptoms of illness appear during the day, the parent will be notified and expected to pick up the child immediately. If a child is sent home because of illness, he/she may not return for 24 hours. When a child returns to the center, he/she must be able to participate in all center activities including going outside to play when the weather permits. Please notify the Center at once if the child does have a communicable disease. Approval for re-admittance to school by a signed Physician will not be accepted if a student has signs or symptoms of a contagious disease.

For safety reasons, we request that **students and parents DO NOT RUN INSIDE THE BUILDING.**

Please Keep Your Child Home If He or She...

- Has a fever or has had one during the previous 24 hour period;
- Is vomiting or has diarrhea (not caused by allergies, foods, or teething);
- Has a heavy, colored nasal discharge or constant cough;
- Has evidence of communicable disease such as: Influenza, Pink Eye, Strep Throat, Chicken Pox, etc... (symptoms include sniffles, reddened eyes, sore throat, headache and abdominal pains, plus a fever)

Please Keep Your Child Home The Following Day If He or She...

- **Has been picked up at the center** for a high oral temperature and other contagious symptoms - a rash, diarrhea, a sore throat or vomiting.

Your Child May Come To The Center...

- If a cold is over, but a minor nasal drip remains;
- Has approval for re-admittance slip signed by a Physician (only if necessary and is determined by the director)
- Is able to comfortably participate in the normal, daily routines of his/her child care group including outdoor play.
- If he or she has a doctor's note stating that they may come back.

MEDICATION

Daughter, thy faith hath made thee whole; gain peace, and be whole of thy disease. - Mark 5:34

During the school day, only two types of medication can be given to a child. This medication can be prescribed or over the counter medication

Stipulations:

- The medication must first be given at home
- A current and accurate medication form must be completed by parent before medication is given
- The medication must be current (**expired medications will not be given**)
- The medication will be given for 10 working days only
- All medication must be labeled with the child's full name, and in its original container
- **Medical equipment for asthma apparatus** will be administered by the nurse only

The medication will be administered at these times only – **11:30 am to 12:30 pm** and **3:30 pm to 4:30pm**. The staff member who administers the medication is required to sign the Medication Form and indicate the date and time medication was given.

MEDICAL EMERGENCY PROCEDURE

In case of accidental injury, we will make an immediate attempt to contact a parent. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, an ambulance, or paramedics, or the nurse, the Director or their Assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The Center will maintain a parent's signed consent form for this provision.

EMERGENCY DRILLS

Fire drills and Tornado drills will be posted in all the classrooms. All staff members are required to be familiar with these procedures.

EVACUATION PROCEDURES

Should the need for evacuation arise, the Center will evacuate to:

Bang Elementary
8900 Rio Grande
Approximately 3.5 miles west of the Center

The Director will notify caregivers and Bang Elementary of evacuation situations, forward all calls and post a notice on the door indicating the evacuation location. All enrollment forms will be taken to that location. Caregivers will proceed with evacuating the building with the children. The lead Teacher and an Assigned Caregiver will drive the youngest group of children first, with a maximum of 17 children per van, keeping child/staff ratio at all times. Vans will unload at Bang Elementary then return to pick up the remaining children. Parents will be contacted and the state licensing will be called about the evacuation.

REQUIRED REPORTS

The Director shall report to the Department of Human Resources the following:

- Death or serious injury (requiring hospitalization or extensive medical attention) of any child while in the care of the Center
- Any suspected child abuse and/or neglect

You will receive a Child Development Center Accident/Incident Report, which will be placed in your child's file, anytime there is an incident involving your child, a minor accident, or a behavior that we feel requires you immediate knowledge and attention.

NAP/REST PERIOD

Each child will have the opportunity for an afternoon nap or rest period. We ask that parents provide a small blanket, and crib sheet. These items should be taken home each Friday for cleaning and returned on Monday. All items must be labeled with the child's name.

OUTDOOR PLAY

It is a State requirement that the children be allowed to play out-of-doors daily (weather permitting). Therefore, we request that parents provide suitable clothing each day, particularly during the changeable colder seasons.

SCHOOL INSURANCE

All students will be covered with school accident insurance. Coverage extends to accidents at school as well as off-campus activities.

FIELD TRIPS

Field trips will be provided for all children in three and four year old classrooms. Parents will be notified and permission received in advance of these trips. Students can only go on trips that are scheduled for their classroom. Students are required to wear the FMIDC t-shirt for easy identification. **Parents are required to participate on at least one field trip during the school year at their own cost.** When attending field trips with our Center, we ask that parents dress in accordance with the Dress Code on Page 17. There are no refunds for missed field trips. **All three year olds must bring his or her car seats. All four year olds must bring his or her booster seat.**

NUTRITION PROGRAM

We provide a full nutrition program, which includes breakfast between the hours of 7:30 and 8:00 a.m., midmorning snack, hot lunch, and afternoon snack. Menus will be posted monthly. In order for your child to receive lunch, he/she must be here by 9:00 a.m. It is required that you notify us by 9:00 a.m. if your child will eat lunch with us in the event you are arriving late at our center. Food exceptions are made for individual children with allergies, or a special diet prescribed by a physician. To assist us in maintaining a clean and healthy environment, please do not send snacks or food to be stored in backpacks. Occasionally, your child will have the opportunity to cook or otherwise prepare special food at school for a snack or a meal.

DRESS CODE / UNIFORMS

Uniforms are to be worn by children ages 2 years old and up. Our uniforms consist of khaki pants, dress, skirt or shorts and a school shirt. T-shirts are available at cost. The uniforms are to be worn Monday thru Thursday. On Fridays students can wear appropriate personal attire.

In the selection of clothing, a good rule of thumb is to think of modesty and your child's comfort. Please, no tight fitting pants, shorts or short skirts that expose the tummy area. Your child's clothing should be comfortable and easy to manage (buttons in front, elastic waistbands, etc.), and washable. In the event that a child is inappropriately dressed, that parent will be called and asked to bring another set of clothes immediately unless there is an extra set in the child's locker that is appropriate.

Tennis shoes or soft-soled shoes are required. No sandals, flip flops, open toed shoes, or hard heeled boots are allowed due to possible toe injury or falling. Children are not permitted to wear jewelry (dangling earrings, bracelets, necklaces or rings) to school because of danger of injury or swallowing. Beads in the hair are dangerous. Children have a tendency to put them in their mouths, especially during naptime. Students are required to wear the FMIDC t-shirt when attending field trips for easy identification. We also ask that parents dress comfortably when attending field trips. Please do not wear sandals, but a comfortable type of shoe or tennis shoe. Parents should also be modest in dress. Biking shorts, tight pants, halter tops, etc. will not be allowed. Braids and "tails" hairstyles are not allowed for male students.

In case of need and for convenience, each child is expected to keep one complete change of clothing at the Center. All articles of clothing should be clearly marked to prevent losses. We also request that you provide a smock for painting and other "messy" types of activities.

You may wish to keep an extra sweater at the Center in case your child feels the need for it, particularly during our changeable, cooler seasons.

RESOLVING CONCERNS

It is our goal to maintain an atmosphere of cooperation, respect, fairness, and trust among students, parents, teachers, and administration. However, should the need arise to address disagreements and grievances, the following method must be followed: It requires that students and parents talk to each other to resolve a concern (the lowest level). If it is not resolved at this level, it should be taken to your child's teacher (mid level). After these steps have been taken and the concern has not been resolved, it should be taken to the Director.

If satisfaction is not attained, the matter will then be referred to the Director for final disposition. In resolving any problematic situation, prayer is the first step in the problem solving process.

DISCIPLINARY ACTION PROCEDURES

We believe and the Bible states that parents have the primary responsibility of ensuring proper behavior of their children in school. Therefore, when parents enroll their child, they enter into a partnership with the day care center. Should the occasion arise for parental intervention in discipline problems, please understand **that we need and expect your immediate cooperation!**

Our discipline program is an intervention/prevention program that will promote appropriate behavior and discourage inappropriate behavior. All aspects of discipline will be carried out on

the basis of love for one another with the goal of encouraging and building values in our students. The discipline program begins with the following:

Level of Expectation. We, as teachers and administrators, will expect our students to be of good character, polite, trustworthy and respectful. We will model these expectations at all times. Character building will be part of our curriculum in all subjects.

Classroom Management. Little things overlooked can become major problems. By recognizing all behavior, encouraging appropriate behavior, many discipline problems could be resolved before they become major problems.

Class Rules. Class rules will be posted in every classroom. Teachers are to go over all of the class rules, in detail, during the first two weeks of school and at the beginning of each month.

Rewards. Students will receive rewards for good behavior.

Should a child demonstrate inappropriate behavior, the following procedures will be administered:

GUIDELINES FOR DISCIPLINE

Violation

Gross Disobedience

Action

1st Offense: Counseling by staff
2nd Offense: Written Report
3rd Offense: Counseling by Director
4th Offense: Parent Conference
5th Offense: Suspension or Dismissal

Disobedience on field trips

Students will not be able to attend field trips without parent or family member to accompany him/her once an incident of disobedience has been reported.

Excessive Crying/Temper Tantrums

1st Offense: Counseling by staff
2nd Offense: Written Report
3rd Offense: Counseling by Director
4th Offense: Parent Conference
5th Offense: Suspension or Dismissal

GUIDELINES CONTINUED

Fighting or hitting staff

1st Offense: Two-day Suspension
2nd Offense: Dismissal

Fighting classmates/other students

1st Offense: Counseling by staff and Director, Parent Conference
Repeated Offenses: Suspension or Dismissal

Gross Disrespect

1st Offense: Counseling by staff

	2 nd Offense:	Counseling by Director, Parent Conference
	Repeated Offenses:	Suspension or Dismissal
Vulgarity or profanity	1 st Offense:	Counseling by staff
	2 nd Offense:	Written Report
	3 rd Offense:	Counseling by Director
	4 th Offense:	Parent Conference
	5 th Offense:	Suspension or Dismissal

Students will be counseled by the teacher with love, firmness and the Word of God. The student will be encouraged to change behavior and given the opportunity to sit quietly for a few minutes.

Our policy is not designated to be punitive in nature, but rather to help our children exhibit Christ-like behavior and maintain the highest standards of behavior at all times. Corporal punishment will not be permitted.

WAYS THAT YOU CAN ASSIST US

Please assist us by:

- Having your child in class by 9:00 a.m.
- Labeling all clothing (including shoes)
- Leaving at least one change of clothes each day; one (1) box of Kleenex and wipes each month
- Departing in peace (your child will experience an adjustment period – be patient)
- Donating certain supplies during the school year for special art projects (craft sticks, ribbons, yarn, markers, etc.)
- Donating toys for our Center (Musical instruments, Play dough, Puzzles, Books, etc.)
- Notifying the Center of any changes to the Emergency Information Form
- Clipping your child's fingernails as needed
- Not bringing expensive or sentimental items to school – We will not be able to replace them
- Attending RMAD Meetings on the 2nd Tuesday of the month

- Not bringing toys, personal items or individual snacks to school
- **READING ALL CORRESPONDENCE**

22 MEMOS FROM YOUR CHILD

1. I know quite well that I ought not to have all that I ask for. I am only testing you.
2. It is OK to be firm with me. I prefer it – it makes me feel more secure.
3. If I begin to form bad habits, tell me. I have to rely on you to detect them in early stages.
4. Tell me about the good things I do. I want your approval.
5. I will take much more notice if you talk quietly with me in private, instead of correcting me in front of people.
6. When you make me feel my mistakes are sins, it upsets my sense of values.
7. I need to learn the painful way, sometimes. It is OK to allow me to suffer the consequences of what I do.
8. When I say “I hate you,” it isn’t you I hate but your power to correct me.
9. Don’t take too much notice of small ailments. Sometimes they get me the attention I need.
10. Sometimes I have to protect myself by appearing deaf when I feel nagged.
11. Sometimes I cannot explain myself as well as I should like. This is why I am not always accurate.
12. Remember that I feel badly let down when promises are broken
13. I may be frightened into telling lies sometimes.
14. Inconsistency completely confuses me and makes me lose faith in you.
15. My fears are not silly. They are terribly real and you can do much to reassure me if you try to understand.
16. When I ask you questions, please pay attention and do your best to answer me otherwise you will find I stop asking and seek my information elsewhere.
17. If you ever suggest that you are perfect or infallible, it gives me too great a shock when I discover that you are neither.
18. An honest apology from you makes me feel surprisingly warm toward you.
19. I am growing up very quickly. It must be very difficult to keep pace with me, but please do try.
20. I love experimenting. I couldn’t get on without it, so please put up with it.
21. I can’t thrive without lots of understanding love, but I don’t need to tell you, do I?

THE 12 STEPS OF PARENTING

1. Always make an effort to show your children how much you love and care for them. Communicate that message to them in all interactions, especially when they are having problems. Do what Jesus would do!
2. Maintain a positive mental attitude about your ability to be a parent. Trust The Holy Spirit to guide you.
3. Teach your children the importance of values while they are young. Do not wait until your children come home intoxicated to tell them you will not accept drunkenness.
4. Do not rely on the police or your children's school to be parents. They are unable to care the way you do.
5. Set clear rules and limits for your children. Some do not have the ability to set rules and limits for themselves.
6. Maintain your own supportive relationships. Your children cannot meet your emotional needs, nor can they establish parent-child boundaries.
7. Make sure that your home is a safe, secure, and positive environment. This includes appropriate privacy for each family member.
8. Follow through with consequences for your children's misbehavior. Make sure the consequences are immediate and relate to the misbehavior, not your anger.
9. Do not prevent the natural consequences your children receive for misbehavior outside the home. They will learn quickly if you let them.
10. Guide your children through life. They will often need help with homework, social situations, future plans, and complex feelings. Never give up trying to direct and redirect their energy.
11. Do not accept responsibility for your children's feelings or the outcome of their decisions. When your children succeed, or do poorly, it is their reward or consequence - not yours.
12. Your role as a parent is to provide a foundation for a life to be built, and that foundation is strongest with love, direction and respect. Remember that your children are not less than and no greater than you. Always use the Bible as your reference when examining your parenthood.

First Metropolitan Infant Development Center and Christian Academy

I have read the information contained in the Parent Handbook and agree to abide by its policies and procedures. I accept the school's philosophy of education and will work to promote it through such philosophy. I realize the continued willful neglect or abuse of any of the policies, practices, or procedures outlined in the Manual may result in my being suspended and/or terminated.

Signature: _____