



**ARK OF FRIENDSHIP  
PARENT PACK**

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WAXAHACHIE, TEXAS 75165  
CHURCH OFFICE and  
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## Mission Statement

Ark of Friendship is a ministry of Farley Street Baptist Church where we believe unity with our Christian belief in God the father, the Son and the Holy Spirit is essential for a strong foundation. Our mission is to reach out to families through nurturing, Sharing and teaching children building friendships to grow together in Christian love.

## Our Values

**Nurturing-** Ephesians 6:4 And ye fathers, provoke not your children to wrath, but bring them up in the nurture and admonition of the Lord. With Christian Love, Joy and Peace of Knowing Jesus and sharing his love to others.

**Sharing-** Proverbs 22:6 Direct your children to the right path, and when they are old they will not leave it. We are called to share God's word, God's ways with these children. Isaiah 54:13 And all thy children shall be taught of the Lord; and great shall be the peace of thy children.

**Teaching-** Proverbs 1: My son hear the instruction of thy father, and forsake not the law of thy mother. Instructing them in Independence, Goodness and Self-control. To learn and grow to be good caring leaders.

Galatians 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, gentleness, faithfulness, kindness and self-control against such there is no law.

## Goals

To provide a safe Christian environment for the children while growing in their relationships with Jesus Christ, through learning to share and make good choices.

To provide opportunities for families to join in Christian fellowship and education.

To provide parents an opportunity to refresh and renew their strength.

The director of a childcare center plays a crucial role in ensuring the smooth day-to-day operation of the childcare center. A director serves two important functions: To balance business concerns with what is good for the children and to provide leadership and direction to the caregivers responsible for providing safe and healthy care for the children. *(Copied from TDFPS)*

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## WELCOME AND PURPOSE

We want to welcome each one of you to Ark of Friendship Mother's Day Out ("MDO"). It is our pleasure to spend time with your children. We love children and believe in family values and that we, as Christians, are responsible in helping our parents' guide their children in God's ways. We are a Bible-based ministry of Farley Street Baptist Church where we believe all moms need time away from the pressure and responsibilities of caring for children to refresh. All children need time to spend with other children where they can learn the basics of getting along with others by sharing and playing together and learning the skills needed to prepare them for school while in a safe, secure and loving environment. Our purpose is to serve these needs while pursuing the Great Commission.

## GENERAL PROGRAM INFORMATION

Our Ark of Friendship program is a ministry of Farley Street Baptist Church. We function by the monthly tuition of the children enrolled. We use Bible-based curriculum with hands on, age-appropriate activities that promote developmental skills.

The following policies, goals, regulations and requirements are set by the Weekday Education Committee and the program director, following the minimum standards for childcare centers. You may view these standards at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or make an appointment with the director.

Parents of a child enrolled in our program have the right to review all current inspections conducted by Texas DFPS, local fire department, health department and any other inspections required for the operation of the childcare center. These will be posted on the bulletin board. The local licensing telephone number is 972-937-5998 located at 121 Westgate Dr. Wax. TX.75165.

**Class placement** is determined by the child's age, the number of days the child will attend, and is at the discretion of the director.

**Please complete the following forms and return them no later than the first day of school:**

- **Enrollment Records & Teacher's Classroom Information Sheet**
- **Emergency Authorization / Handbook Acknowledgement**
- **Copy of Insurance Card & Immunization Record (copy from your doctor or clinic)**

**ATTENDANCE AND FEES**

A non-refundable registration fee of \$35.00 must be paid at the time of enrollment for Spring or Fall and a \$20.00 registration fee for Summer enrollment. Payments may be made by cash or check **(made payable to Farley Street Baptist Church)**. We now except credit card, bank card or auto draft. Payments can be made online through Brightwheel.

Drop-In .....	\$21.00 due daily upon arrival
One day a week .....	\$77.00 per month
Two days a week.....	\$145.00 per month
Three days a week .....	\$221.00 per month
Four days a week .....	\$290.00 per month

If you need your child to come on a day that you have not signed up for that would be a drop-in day and there's a fee of \$21.00 due that day. You must call ahead to make sure there is room that day.

Monthly tuitions are past due after the 10th of the month. You will be responsible for the monthly tuition each month unless changes are made in writing 30 days in advance. Monthly fees are not prorated. This helps to keep proper student/teacher ratio. A 30 day notice of dropping out of program is required as the program depends on tuitions to function properly.

**HOLIDAYS: WE WILL FOLLOW THE SCHOOL CALENDAR FOR ALL HOLIDAYS THAT FALL ON MONDAY THROUGH THURSDAY.**

**July 4th - when it falls on Mon., Tues., Wed. or Thurs.**

Thanksgiving... 1 week

Christmas..... 2 weeks

**Tuition covers this schedule, so Holidays will not be discounted further**

Tuition is based on days open, discounted and divided into monthly payments. Therefore, full tuition is due regardless of holidays and absentees. Credit will not be given for any days missed due to weather, illness, etc. However, if your child is enrolled after the first week of the month, that month's tuition will be prorated. There is a 10% tuition discount given to additional children in the family enrolled for full time enrollment. **Monthly Tuition Fee** is due the first Monday of each month.

**Late Fees**

If the monthly payment has not been received by the 10th of the month, a late fee of \$10.00 will be charged, unless prior arrangements are made. Beginning the 11th day, an additional \$1.00 will be charged for each additional day until the payment is received. If payment has not been made

by the 15th of the month, your child will not be able to attend the MDO program until payment has been received.

If you are late picking up your child, there will be a \$5.00 charge after the first 5 minutes and one additional dollar for every minute after, to be paid when the child is picked up.

### **Returned Checks**

There will be a \$30.00 charge for returned checks by your bank. A second returned check will require future payments to be made in cash.

**Withdrawal from the program requires a 30-day written notification.**

### **BAD WEATHER**

Our schedule follows WISD schedule for bad weather. If there is a question of school being in session because of bad weather, please check local TV stations for information. If WISD is closed, consider us closed. **If WISD is delayed, we will be delayed also, starting 30 minutes after WISD.** During the day, while class is in session, we will call the parents if we feel it is too dangerous to remain open.

### **SECURITY**

We will begin classes at 8:30AM and end at 2:30PM. Children should be in their class by 8:30 unless there is a doctor's appointment. Doors will be open at 8:15AM and lock at 9:00AM and remain locked until 2:15PM, for the safety of the children and staff. If you need to pick up your child before 2:15PM, please call the MDO office and we will have your child ready. All children must be checked in and out of our program with personal code. This code identifies who drops off and picks up your child. If someone other than the parent is picking up the child, their name must be on the pickup release list and a photo ID must be shown before release of the child to that person.

Parents are welcome to observe their child's class at any time (when CDC allows us to do so). We do ask that you do so through the class window or from outside the door so the children's attention This code identifies who drops off and picks up your will not be taken from their activity to you. It is hard for a teacher to maintain control of the class with visitors in the class. Visitors must check in at office before visiting a class.. Any person interacting with children must have a background check on file with the center.

We do ask that you take special precautions in our infant rooms. Our staff is responsible for the infants enrolled in their class. It is the parent's responsibility to ensure the older children or siblings do not compromise the safety or health of the infants. Please do not allow your child to walk in the infant room, play or climb on infant toys, or pull the mobiles. Toys handled by older children must be washed and sanitized before given to an infant.

**Children must always remain with an Ark of Friendship staff member.**

We encourage you to bring your child as near 8:30AM as possible. Children who arrive later in the day will miss out on some of the planned activities and may cause other children to be upset.

Prolonged or hesitant goodbyes make it harder on the child. As a rule, the child settles down before you get out of the parking lot. Be assured that if your child does not calm down and causes concern, we will call you.

### **DROP OFF AND PICK UP PROCEDURES**

The Mother's Day Out entrance is located in the back of the church under the drive through awning. The door will be open at 8:15 - 9:00 Am. Then it will open at 2:00 – 2:30 PM for you to pick up your child

### **MEDICAL INFORMATION**

**All children** are required to have an updated shot record or exempt form as the health and well-being of your child is important to us. Please be considerate of other families and do not bring a sick child to the program. If a child shows any sign of illness, the parent will be contacted in order to keep a well-child environment. **Children must be picked up within an hour of call or will not be permitted to attend return without a doctor's release.**

It is required that a child have a vision and hearing test done by age 4 years. The program does not accept children with contagious diseases and will only administer medication clearly marked with the child's name and physician prescribed dosage.

If your child requires medication, you must sign a release form naming the medication and the time to be given. Only Tylenol or teething gel will be given without a printed doctor prescription and only with a parent permission form filled out completely. All medications must be left in the director's office. Medications should never be left with the child's belongings for any reason. The forms are available from the director. Parents are responsible for pick-up of medication from the office at the end of the day.

**Prescription medication can only be given to the child whose name is on the container.** If any medication is to be given to more than one child in the family the names must be on the container. If your child has a food allergy an allergy form must be filled out by child's doctor and displayed in caregiver's sight before any instruction can be followed. If a child with a severe food allergy is in your child's class and only attends one or two days a week we will send a note home in all the children's folders and post a note not permitting that food on the days that child is present. If a child with a severe food allergy attends 3 or 4 days a week then it will state that we are a \_\_\_\_\_ free zone. We wish to be fair while keeping our children safe.

### **Health inspections/illness**

- Sickness – A child should not be admitted to class if he/she is sick.
  - Temperature over 99 degrees;
  - Signs of a cold, sore throat, cough, frequent sneezing, discharge from eyes and/or ears
  - Signs of an upset stomach, diarrhea, or an unidentified rash, or have had any of these symptoms in the last 24 hours.

- A well child check will be done each morning upon the child's arrival to MDO. According to State of Texas guidelines, if the child has a fever of 99 degrees F., an unexplained rash, pink eye or other symptoms of illness, the parent will be instructed to take the child home.
- If a child becomes sick during the day, he/she will be placed in the director's office and made comfortable until the parent can pick-up the child. The child is to be picked up within an hour. The child will not be permitted to return until he/she has been without symptoms or fever for 24 hours.
- Amber beads or necklaces of any kind worn by the child will be removed and placed in the bag upon arrival at Ark of Friendship Mother's Day Out.

### **MEDICAL EMERGENCIES & PARENTAL NOTIFICATION**

In case of medical emergency, we will make every effort to follow your directions regarding where to take your child for emergency care. In a 911 emergency, we will follow the protocol of the emergency personnel.

It is very important that we be able to reach you during the school day in case of an emergency regarding your child at our facility. Please be sure that your emergency notification form is up to date and that you sign-in and out completely each day.

### **DISCIPLINE**

The first and primary step of discipline is redirection. Second is separation from the situation or other children. If this does not solve the problem, intervention will come from the director. If a severe or re-occurring problem exists, the parent will be notified. After 5 incidents in a month with no show of improvement, that child will no longer be permitted to attend until the habit is under control.

**We reserve the right to remove any child from the program who consistently causes harm to himself or others, uses disturbing language or if fees/tuition have not been paid.**

### **HOLIDAYS AND PARTIES**

If you wish to share your child's birthday with his/her class by bringing a snack for snack time you are welcome to do so, they must be individually packaged (CDC). We recommend fruit or cookies as they are easy for children to handle and are less messy. In order that each child receives a treat, let the teacher know ahead of time so they can let you know how many children will be there that day.

Class notes and information will be sent through Brightwheel, please check regularly. As most party favors are not recommended for preschool children, we suggest your child help select a toy, book or puzzle to be given to the program for all the children to enjoy.

## **WHAT TO BRING**

**Infants** – you need to bring their milk or formula and any food they will need for the day. Moms, you have the right to breastfeed your baby or send breast milk for your baby. We have a mother's room set-up for your privacy located across the hall from the one year old class. **Make sure all bottles and cups are clearly labeled with child's name.**

**Children 12 months and up** - you are responsible to bring them a nutritious meal and drink, with a no spill cup. We do not supply a nutritious meal for your child. **Please label all personal items with their First names and first initial of last name, we will not be responsible for items not marked with child's name.** Please do not send carbonated drinks, red, purple or high sugar drinks. Please be sure all food is prepared in bite size pieces ready for your child to eat. We prefer candy not be included in your child's lunch. Please be cautious of sending foods that could be easily choked on such as whole grapes and wieners.

**Children 12 months and up classes** - need to bring a nap mat for rest time. Please bring a change of clothes (for all ages), and enough pull-ups or diapers for the day. Children potty training must be in pull-ups until they are able to go by themselves and tell the teacher they need to go. Nap mats are to be taken home weekly to be washed. We ask that you do not allow your child to bring toys from home, except for special event days when your child is asked to bring them. Small toys or toys with small parts are never allowed for safety reasons. However, a comfort item such as a teddy bear or blanket for nap time is acceptable.

## **SUPPLY LIST**

Each child needs to bring the following supplies with them on the first day of preschool:

3 packages of baby wipes (sensitive/Hypo-allergenic)

2 boxes of Kleenex

1 roll of paper towels

Children in diapers/pull-ups may be asked to bring more wet wipes as needed

\*Art and craft supplies will be supplied by MDO

## **PROCEDURES FOR CHANGES**

If a change is made to the policies and procedures during the school year, each family will receive notice. It will need to be read, then return sheet signed and returned for compliance.

Questions and concerns regarding policies and procedures should be addressed to the MDO Director or our Children's Director by scheduling a meeting with them. Any changes will be decided by our Weekday Education Committee.

## **ABUSE AND NEGLECT REPORTING**

By law, any person having cause to believe a child's physical/mental health or welfare has been or may be adversely affected by abuse or neglect must report any such concerns to the Texas Department of Family and Protective Services at 1-800-252-5400 immediately. Employees are also to report such concerns to the director and make a written report of the suspected abuse. Any employee suspected of abuse, sexual or otherwise, will be immediately released of duty and reported as well.

## **ACCIDENTS**

- Assess the severity of the accident. If it is severe (requires stitches, possible fracture or neck injury or any other injury that a physician should see immediately) call 911, the child's emergency file should be pulled, and the instructions followed. Notify the appropriate parent or guardian. Be sure to always fill out an accident report.
- For any emergency, the staff must not leave the child without supervision. They should alert another teacher and the director of the problem and then proceed with the proper steps.

Under the 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.

## **ADMISSION REQUIREMENTS**

- **Enrollment forms containing:**
  - Child's name
  - Birth date
  - Home address
  - Telephone number (must be a reachable number should an emergency occurs) If an emergency number on your emergency list can not be reached child must be symptom free for 48 hours before returning.
  - Date of admission
  - Name and address of each parent and telephone number at which parents can be reached at any time.
  - Names of persons to whom the child may be released (children will only be released to those listed)
  - A statement of the child's health, special needs, allergies, existing illness, etc.
  - Transportation permission
  - Water activity permission

- Emergency medical authorization
- A record of the child's immunizations

Be sure to download Brightwheels from your invite in apps where you can get information on your account, make payments on tuition and see your daily reports and other notes.

And also, our private Facebook page where pictures and videos of children can be seen if you would like these options.

## Safety Procedures

- All teaching staff will be prepared to greet the children in their rooms by 15 minutes prior to the scheduled opening time.
- Teachers will be responsible for checking their rooms to make sure it is safe for the children.
- The director or assistant director will be responsible for making sure the play area is safe for the children.
- First Aid and CPR - Staff must be certified in First Aid and CPR. Classes are paid for by the program.

## Teaching Procedures

The curriculum will:

- Be Christ-centered and fulfill the mission of the program;
  - Be appropriate for young children, geared to each age group and provide learning activities;
  - Strive to teach them the love and forgiveness of Christ; and
  - Children will have regular worship service time in order to teach them the joy of worship.
- Each teacher must keep a notebook in the classroom that includes:
    - (1) Children's information sheets;
    - (2) Lesson plan for the week;
    - (3) Lesson unit for the week from the curriculum guide;
    - (4) Daily schedule; and
    - (5) Attendance sheet
  - (6) Lesson Plan – Teacher is required to complete written lesson plans based on the

approved curriculum provided by the program. Written lesson plans are to be turned in to the director one month in advance.

- (7) A daily schedule including active play and rest time will be posted for parents to see.
- (8) Outdoor play is part of the daily schedule. Teachers will supervise outdoor play to ensure their safety and learning the gift of sharing. Any unsafe equipment is to be reported to the director immediately.
- (9) Supervision – The children must always be visible to staff and be close enough for intervening when needed. Children are **never** left unattended including bathroom and naptime.
- (10) Transition – Planning for transitions will ensure the safety of all children. Children are to be taught to stay together as a group with their teacher. Teacher must be aware of where each child is at all times.

## Mealtime Protocol

- Mealtime and snack time are teaching opportunities for young children.
- A blessing is to be offered at snack and mealtimes.
- Teacher should sit with the children, model good manners and to guide the table conversation to acceptable topics.
- Children are not to share or trade their food with other children or teachers.

**Tables are to be cleaned before and after eating lunches and snacks, with a sanitation solution.**

## Clean-Up

Each staff member is responsible for cleaning and disinfecting toys and other equipment and inform director of any repairs needed on equipment. Good health is encouraged by keeping a clean learning environment. Rooms and storage areas are to be kept safe, neat and clean.

**Each room is to be left clean and ready for the next use. With each group or organization using these rooms, following these guidelines will make for a positive experience for all.**

**The following pages are included for your information from DFPS:**

## **Disease Outbreak**

These steps will be taken to prevent spread of disease.

- Temps will be taken upon arrival
- Parents or guardian will be asked to use hand sanitizer before checking in/out
- Parents will not go past check in point
- Parent or guardian and child will be observed for symptoms
- If child has fever or either child or parent/guardian show signs or symptoms you will be asked to take child home and must have dr. release to return.
- If a child develops fever or symptoms during the day a parent will be called to pick them up.
- No toys or extra Items will be permitted from home

We ask that if you or a household family member has been exposed to something please stay at home until you know all is clear.

Teachers Will

Help children wash their hands upon arrival

Keep classroom clean and disinfected throughout the day

See that children wash their hands regularly

Directors will make sure entrance, restrooms and hallways are kept clean and sanitized daily

**Any other CDC or HHSC recommendations will be followed as directed**

# ATTENTION PARENTS

You are entitled to see the following information. You may ask the director to show you the most recent copy of:

- The Minimum Standards for this Licensed Center (*also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or at your local Licensing office*),
- The most recent Department of Family and Protective Services Inspection / Investigation Report, (*compliance information is also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or from your local Licensing office*),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049,
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection Report, and
- The Licensed Center's operational policies.



Department of Family and Protective Services  
Child Care Licensing Division

# Keeping Children Safe



## Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

## Protecting Children

**Shaken Baby Syndrome** is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death. **NEVER SHAKE A BABY!**

**Sudden Infant Death Syndrome**, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



## Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information at the Texas Department of Family and Protective Services web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



**Texas Department of Family and Protective Services**  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

\* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

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## INFORMATION ON REPORTING CHILD ABUSE

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- **Child abuse and neglect are against the law in Texas, and so is failure to report it.\***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

**What is Neglect?** Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Parents names and names of siblings in the home

**Will the person know I've reported him or her?** Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

**Finally, err on the side of caution.** If you have reason to suspect child abuse, but are not positive, *make the report*. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

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\* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

**CHILD ABUSE HOTLINE 1-800-252-5400**

## **Child Safe Procedure for Lock Down**

Teacher will take class role quickly if all children are in room place the **Green laminated sheet** outside classroom door. If a child is out of room indicate by writing a -1 on the **Orange laminated sheet** . If you have a child of another room in your class indicate by writing a + 1 on the **Orange laminated sheet** and place on floor outside closed classroom door. Proceed to designated area. Keep class role book with you at all times. IN case of a lockdown using lead line lead your class to designated area when all are in close doors. Lock doors and take roll again staying put until all clear is given. Emergency kits will be opened and towels will be put in placed in front of door to block light. Keep children calm and quiet with provided snack and quiet games. **No cell phones or electronic devices are to be used until instructions are given to make calls.**

If a safe evacuation is possible a security personnel with a key to door will unlock your door and escort you to safety. You are never to unlock this door yourself.

If you are outside immediately gathered children into designated area take role and place appropriate safety sheet inside Gym door. Follow lockdown procedure.

**Teachers if you have a special needs child in your class take them by the hand and lead them to safety. If child resist pick them up and carry them. If you have more than one that needs assistance in your class call for director's help.**

Director will gather safety sheets locate any children out of place and get them to closest lockdown area.

## **Intruder Alert**

The purpose of a Child Safe Plan is to be prepared and able to stay calm if a situation was to arise. Children will only be as calm as those in charge of them. Through routine practice of the procedures the children will be assured of their safety and able to stay calm in crises.

The Director or church staff member will make the call to 911 and to the police as necessary. The director will see that all children and teachers are accounted for.

In case of an intruder a **Code Sliver** will be announced. Follow Lockdown procedure.

Child Abduction – **Code Pink** will be announced. Follow lockdown procedure.

Tornado or Severe Weather – A **Code Black** will be announced. Follow lockdown procedure.

# Active Tornado

In case of tornado children will be gathered in designated lockdown area and kept there until notified that all is clear.

## Fire

In case of Fire a **Code Red PHASE G or PHASE E** will be announced follow appropriate phase to exit building. Before leaving take roll quickly if all children are in classroom place **green** safety sheet on floor outside classroom door as you exit. If a child is out of classroom or you have an extra child in your classroom mark the **orange** safety sheet with a -1 or +1 and place it on floor outside of room as you exit. Taking roll board with you proceed through announced phase route to meeting spot. Remain there until further instructions are given.

Teachers; if you have a special needs child in your class take them by the hand and lead them to safety. If child resist pick them up and carry them out. If you have more than one that needs assistance call for director's help.

Teachers will place infant up to walking in a crib and walkers up to 24 months will be placed in strollers all other will walk with teachers using guide lines where needed and escorted to safety following safety path described below. Taking roll assuring all children are accounted for. Turning off classroom light closing door behind them and leaving appropriate acknowledgement sheet by door. Taking roll sheet and child information sheet with them following safety path G or E as called for to safety. 911 and licensing will be called. Remain there until further instructions are given from emergency personnel.

Director will assure all have left building by collecting acknowledgement sheets and locating any children out of room. Take first Aid kit and Child information Book to appropriate safety point.

**Phase G** In case of Fire teachers will take role making sure all children are at hand. Leaving appropriate safety sheet classroom door take role book with you closing door behind you quickly escort children to gym and exit G down sidewalk to appropriate light post. Remain there until further instructions are given from emergency personnel.

**Phase E** In case of Fire teachers will take role making sure all children are at hand. Leaving appropriate safety sheet outside door take role book with you closing door behind you quickly escort children through children's area out exit E as mapped out to appropriate light post. Remain there until further instructions are given from emergency personnel.

If a complete evacuation is called for children will be escorted up the street to New Life Worship, 1320 Brown Street, 911 and Licensing will be called. Upon arrival roll call will be taken in assurance that all are accounted for and Parents will be contacted by phone. We will continue caring for the children giving them snacks, keeping them calm and busy until parents arrive to pick them up. Contact number Becky Smith 469-765-5053

## **Bomb Threat, or Any Other Emergency Calling for Evacuation**

In case of bomb threat, a **Code Brown Plan G or Plan E** will be announced. Follow fire plan to exit building, remain there until further instructions are given.

## CLASSROOM SCHEDULES

<b>Infants 2 mo. – Follow Parent given schedule</b>	
<b>Lions</b>	
8:30 – 8:45	Arrival and play
8:45 – 9:00	Snack
9:00 – 9:20	Diaper check
9:20 – 10:00	Music, Story Time & Sign Language
10:00 – 10:20	Outside Play/ Gym    Back playground or Parlor
10:20 – 10:50	Diaper check/ Wash Hands
10:50 – 11:10	Lunch time & Sign language
11:10 – 1:10	Naptime
As wake UP	Diaper check
2:00 – 2:30	Diaper check/prepare bags for home

<b>Giraffe</b>	
8:30 – 8:45	Arrival / Puzzles & Blocks
8:45 – 9:00	Snack
9:00 – 9:20	Diaper Change / Hand Washing
9:20 – 9:40	Outside / Gym    Back Playground or Parlor
9:40 – 9:50	Wash hands get a drink
9:50 – 10:10	Chapel/Bible Study
10:10 – 10:15	Letters & Numbers coloring
10:15 – 10:40	Language & Crafts
10:40 – 10:45	Wash Hands
10:45 -11:15	Lunch
11:15 – 11:30	Diaper Change/Hands Wash
11:30 – 2:00	Rest/Nap
2:00 – 2:15	Diaper Change/ Hands Wash
2:15 – 2:30	Dance & Movement

<b>Bears</b>	
8:30 – 8:45	Arrival / Snack
8:45 - 9:00	Restroom
9:00 – 9:20	Alphabet/Numbers/Bible Lesson
9:20 – 9:40	Playground/Gym
9:50 – 10:05	Chapel
10:05 – 10:25	Restroom
10:25 – 10:40	Craft/Colors/Shapes
10:40 – 11:00	Restroom Break
11:00 – 11:20	Lunch
11:20 – 1:00	Rest Time
1:00 – 1:20	Restroom Break
1:20 – 1:40	Free Play
1:40 – 2:00	Take A Walk
2:00 – 2:30	Ready for Parents
<b>Zebra</b>	
8:30 – 8:45	Arrival / Free play
8:45 - 9:10	Snack & Potty Break
9:10 – 9:20	Bible Story/ Music
9:20 – 9:40	Colors, Numbers & Shapes
9:40 – 10:00	Playground / Gym
10:05 – 10:20	Chapel
10:20 – 10:40	Restroom /Handwashing
10:40 – 11:00	Writing Practice/Alphabet
11:00 – 11:20	Crafts
11:20 – 11:50	Lunch
11:50 – 12:00	Potty Break/Wash Hands
12:00 – 2:00	Rest/ Nap
2:00 – 2:30	Potty Break/Handwashing / Prepare for Home

<b>Theater</b>	
8:30 – 9:00	Arrival/Snack
9:00 - 9:20	Playground / Gym
9:20 – 9:40	Restroom Break
9:40 – 10:00	Craft / Colors
10:05 - 10:20	Chapel
10:20 – 10:40	Writing /Alphabet
10:40 - 11:00	Numbers/Shapes
11:00 – 11:20	Lunch
11:20 – 11:40	Restroom Break
11:40 – 12:00	Bible Lesson
12:20 – 1:40	Rest Time
1:40 - 2:00	Restroom Break
2:00 – 2:30	Ready for Parents
<b>School</b>	
	Arrival/Snack
8:30 – 8:40	Arrival / Free Play
8:30 – 9:00	Snack
9:00 – 9:20	Bible Lesson
9:20 – 9:40	Writing/Alphabet
9:40 – 10:00	Restroom Break
10:00 – 10:20	Playground / Gym
10:20 - 10:40	Numbers / Shapes
10:40 – 11:00	Chapel
11:20 – 11:40	Lunch
11:40 – 12:00	Restroom Break
12:20 – 1:40	Rest Time
1:40 – 2:00	Restroom Break
2:00 – 2:30	Free Play/ Ready for Parents

<b>Train Station 1 &amp; Bakery</b>	
8:30 – 9:00	Playground or Gym
9:00 – 9:15	Restroom Break
9:15 – 9:35	Snack/Storytime/Calendar
9:35 – 9:50	Bible Lesson/SEI/Brain break
9:50 – 10:15	Writing/Alphabet/sight word/Shape/Number/color(s)
10:15 - 10:45	Application/Centers
10:45 – 11:00	Restroom Break
11:00 – 11:20	Chapel
11:20 – 11:25	Handwashing
11:25 – 11:55	Lunch
11:55 –12:15	Independent Reading/Clean up
12:15 – 12:35	Restroom Break
12:35-1:40	Rest
1:40-1:55	Wake Up/ Clean Up/ Pack Up
1:55-2:10	Restroom Break
2:10-2:30	Dismissal

<b>Train Station 1 &amp; Bakery</b>	
8:30 – 9:00	Playground or Gym
9:00 – 9:15	Restroom Break
9:15 – 9:35	Snack/Storytime/Calendar
9:35 – 9:50	Bible Lesson/SEI/Brain break
9:50 – 10:15	Writing/Alphabet/sight word/Shape/Number/color(s)
10:15 - 10:45	Application/Centers
10:45 – 11:00	Restroom Break
11:00 – 11:20	Chapel
11:20 – 11:25	Handwashing
11:25 – 11:55	Lunch
11:55 –12:15	Independent Reading/Clean up
12:15 – 12:35	Restroom Break
12:35-1:40	Rest
1:40-1:55	Wake Up/ Clean Up/ Pack Up
1:55-2:10	Restroom Break
2:10-2:30	Dismissal

<b>Train Station 2</b>	
8:30- 9:00	Worksheet Number/ Shapes/Color(s) Games
9:00 – 9:15	Snack
9:15 – 9:30	Story Time/Circle Time
9:30 – 9:40	Restroom Break
9:40 – 9:55	Letter/Word of the Week
9:55 – 10:05	Sight Word/Color/Shape
10:05 – 10:10	Calendar/Day of Week/Weather
10:10 – 10:20	Brain Break Stretch
10:20 - 10:40	Playground/ Gym
10:40 - 10:45	Wash Hands
10:45 - 11:00	Application: Worksheet/Activity Page/Game
11:00 – 11:20	Chapel
11:20-11:25	Handwashing
11:25 - 11:45	Lunch
11:45 – 12:10	Class Restroom Break
12:10 – 12:30	Independent Reading/Clean Up
12:35 – 1:35	Rest
1:35 – 1:50	Wake-up/Pack-up
1:40 – 2:00	Restroom Break
2:00 – 2:30	Dismissal



# Farley Street Baptist Church ARK OF FRIENDSHIP REGISTRATION FORM

Date \_\_\_\_\_ Admission Date \_\_\_\_\_ Withdrawal Date \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Child's Home Telephone # \_\_\_\_\_

**My child will be attending the following days: PLEASE CHECK EACH DAY**

Monday

Tuesday

Wednesday

Thursday

Note: Any future enrollment changes must be made with a 30-day notice to control teacher student ratio and cost by filling out a new form.

**Mother's Name** \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address (if different from child's) \_\_\_\_\_ Home Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_ DL# \_\_\_\_\_

Email \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address (if different from child's) \_\_\_\_\_ Home Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_ DL# \_\_\_\_\_

Email \_\_\_\_\_

**Parents are:**  Married  Divorced  Separated  Widowed

If parents are separated or divorced who has custody of the child? \_\_\_\_\_

Are there any restrictions regarding custody? \_\_\_\_\_

**Church Affiliation:**

Mother Attends \_\_\_\_\_ Member Yes No Active Yes No

Father Attends \_\_\_\_\_ Member Yes No Active Yes No

Name & age of brothers & sisters \_\_\_\_\_

Your child will be left with staff members and released only to the person or persons named by parent. Please list person(s) approved to pick up child other than parent. **Child will not be released to others without specific permission from parents. We are not allowed by law to give your child to anyone who is not listed on our records.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Other Instructions** \_\_\_\_\_

**MEDICAL INFORMATION**

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Person to be contacted in an emergency if parents can't be reached: Parents should advise these people they may be called if needed.

**Emergency Authorization**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Please list in order, the name and numbers of person(s) to be called in an emergency.

• Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_

• Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

• Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

• Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Physician \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Name of Hospital \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Allergies or information the hospital/clinic may need to be aware of before treatment:

**I give consent for necessary emergency medical treatment when my child is in the care of this Physician or Hospital/Clinic.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Any distinguishing marks (i.e., birthmarks, scars, etc.)? Please describe location and shape of each distinguishing mark.** \_\_\_\_\_

**A Doctor's Signature is required for each child entering Ark of Friendship Preschool.**

This child was given a complete physical examination. No disabling physical condition was discovered; and he/she was found to be free of infectious and contagious disease. This child is able to participate freely and without restrictions in group activities in day care, except for the following:

**Restrictions or Special Care Needed:**

Doctor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

**A copy of child's Immunization Record and insurance card should be attached to this sheet.**

**Parental Authorization for Medical Care**

In case medical attention is needed for my child and neither parent can be reached by phone, I authorize the Farley Street Baptist Church staff to take whatever emergency medical measures deemed necessary for the protection of my child while he/she is in their care. I understand this includes calling our Physician, implementing his/her instructions, and/or transporting my child to a hospital or clinic without first obtaining my consent. I will not hold the staff liable for any accident or injury to the child while in their care, provided it is not caused by the staff's negligence or willful acts.

Child's Full Name: \_\_\_\_\_

Child's Health Care Professional: \_\_\_\_\_

Address of Health Care Professional: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**A copy of your child's immunization must be up-to-date and on file at the center. Ark of Friendship will be letting you know 2 weeks before your child is due an immunization. It is understood that if the required immunization is not received by the due date, the child will not be allowed to attend care.**

**Please make sure one of the following three is done before child's first day.**

- Health Care Professional's statement:** I have examined the above-named child within the past year and find that he/she is physically able to take part in the MDO program.

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Health Care Professional's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Any comments: \_\_\_\_\_

- A signed and dated copy of a Health Care Professional's statement is attached.

- Parent's Statement:** My child has been examined within the past year by \_\_\_\_\_

Phone # \_\_\_\_\_ at the address of \_\_\_\_\_

My child is healthy to participate in the day care program activities. I will obtain a health professional's signed statement within the next three months and present it to the Center.

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

It is required that a child have a vision and hearing test done by age 4 years. If your child has had either or both, please fill in this section or bring a copy when your child has had one.

VISION	R 20/ _____		L 20/ _____		PASS	FAIL		
SIGNATURE _____			DATE _____					
HEARING	1000 Hz	2000 Hz	4000 Hz	PASS			FAIL	
R								
L								
SIGNATURE _____			DATE _____					

I give my permission for my child to participate in water activities such as:

sprinklers                      splashing pools                      Water table play

These outside activities will require some parent's participation.

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ARK OF FRIENDSHIP HANDBOOK ACKNOWLEDGEMENT**

By my signature I acknowledge that I have received, read and agree to the policies and procedures stated in this handbook. I also understand that a desire to participate in classroom activities I must first complete Ark of Friendship Safety Policies & Procedures Manual and a fingerprint background check through DFPS on file.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAYMENT AGREEMENT**

I have read and agree to the payment schedule lined out in the Mother's Day Out Handbook including Enrollment, Tuition, Late Fees, and Late Pick-Up Fees. I understand a 30 day notice is required before dropping leaving program.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that photos and videos may be taken of the children at the school through the year. I give permission for photos and videos to be used for:

- Yes      No      Internal. For example, identification purposes
- Yes      No      Parent Newsletters' school scrapbook and end-of-year take home scrapbook
- Yes      No      Private Facebook
- Yes      No      Other parents for private use only. Photographer's child must be in the picture also.
- Yes      No      Promotional use including print media, school/church Directory and church websites
- Yes      No      Pictures and Videotape for documentation of achieved skill

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DISCIPLINE AND GUIDANCE POLICY** for Ark of Friendship

*Name of Operation*

- ◆ Discipline must be:
  - (11) Individualized and consistent for each child;
  - (12) Appropriate to the child's level of understanding; and
  - (13) 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; and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

*My signature verifies I have read and received a copy of this discipline*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

parent

employee/caregiver

household member of child-care home



## ARK OF FRIENDSHIP PRESCHOOL

Dear Parents,

We are so delighted to have your child to be part of our Ark of Friendship Preschool. We are looking forward to getting to know your little one(s), teaching and caring for them. It is a joy to serve your family through this ministry. We want this new experience for your child to be an enjoyable one where they will be excited to come and play with their new friends and learn. To make the adjustment of nap time more restful for your child please fill out the information below.

Child's Name \_\_\_\_\_

At what time is your child used to having lunch? \_\_\_\_\_

Does he/she require a morning nap? Yes No Time \_\_\_\_\_ Length of nap \_\_\_\_\_

What is his/her normal afternoon nap time? \_\_\_\_\_ How long is nap time? \_\_\_\_\_

Does your child go to sleep with music? Yes, No

Does your child take a bottle to go to sleep? Yes No

Additional information \_\_\_\_\_

Does your child need to be rocked to go to sleep? Yes No

Additional information \_\_\_\_\_

Does your child prefer to just be laid in the crib and go to sleep on his/her own? YES NO

Does your child sleep on back stomach right side or left side?

Other \_\_\_\_\_

## TEACHER INFORMATION

Child's Full Name \_\_\_\_\_

Name or Nickname child prefers to be called \_\_\_\_\_

Child's Birthday \_\_\_\_\_

Mom's Name \_\_\_\_\_

Dad's Name \_\_\_\_\_

Step- Mom \_\_\_\_\_

Step- Dad \_\_\_\_\_

Brothers \_\_\_\_\_

Sisters \_\_\_\_\_

My Grandparents Names Are: (Nanny & Papa) \_\_\_\_\_

What do we look for and how do we need to respond to the allergy? \_\_\_\_\_

Any other medical conditions we need to know about in caring for your child? \_\_\_\_\_

Is your child potty trained?  Yes  No  Training  Not at this time

When your child is upset he likes his pacifier, blanket, to be held, etc.? \_\_\_\_\_

Of what things has your child shown fear? \_\_\_\_\_

Does your child attend Sunday school?  Yes  No

Is this your child's first separation from home?  Yes  No

Does your child make friends easily?  Yes  No

Does he/she prefer playing  with others or  playing alone

He/she enjoys playing with \_\_\_\_\_

His/Her favorite outside activity is \_\_\_\_\_

His/Her favorite song or music is \_\_\_\_\_

His/Her favorite snack is \_\_\_\_\_

Does your child get angry easily?  Yes  No Temper Tantrums?  Yes  No

Your normal response to a tantrum is \_\_\_\_\_

What method of discipline do you use at home? \_\_\_\_\_

# INFANT INFORMATION

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

My child uses a \_\_\_\_\_ bottle with a \_\_\_\_\_ flow nipple.

My child takes a \_\_\_\_\_ pacifier/thumb.

My child likes to be put to sleep by:

*(Remember State Law requires all infants be put to sleep on their back.)*

My child likes to:

Currently my child is wearing a \_\_\_\_\_ size diaper.

My child may have the following formula/infant food: \_\_\_\_\_

My child should be fed on this schedule and approximately these amounts: \_\_\_\_\_

I understand that it is my responsibility to update this form as needed. By the State of Texas Law, my child's teacher will have me update it at least monthly, even if nothing has changed.

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Child Name (last, first, middle)</b> _____	<b>Social Security No.*</b>	<b>Enrollment Date</b>	<b>Date of Birth</b>
<b>Street Address (if rural, attach directions)</b>	<b>City</b>	<b>County</b>	<b>Zip</b>
<b>Mailing Address (if different) -- Street or P.O. Box</b>	<b>City</b>	<b>County</b>	<b>Zip</b>

\* If applicable.

**1. Health**

Does your child have any allergies?	LJ Yes	LJ No
If so, what allergies does your child have?		
How should we respond if he/she has an allergic reaction?		
Does your child have an existing illness?	LJ Yes	LJ No
Has your child had a previous serious illness or injury, or hospitalization during the past 12 months?	LJ Yes	LJ No
Is your child taking any medication?	LJ Yes	LJ No
If so, how is the medication administered, and will it need to be administered while he/she is in care?		
Is the medication prescribed for continuous use?	LJ Yes	LJ No
Are there any side effects we should be alerted to?	LJ Yes	U No

**2**

Does your child need assistance with toileting?	LJ Yes	U No
How can we best help?		
What are your ideas about toilet training?		
How can we best help?		

**3. Behavior:**

Does your child have any special fears?	LJ Yes	U No
How does your child communicate his/her needs?	U Yes	LJ No
Are there any special words that your child uses that might not be readily recognized?		
How do you tell your child to stop a behavior that you don't approve of or that might be dangerous?		
When your child gets upset, what helps him/her calm down?		
What is a good way to distract your child when he/she is having a temper tantrum?		
Are there any routines that are particularly helpful at naptime?		

**DIAGNOSED FOOD ALLERGY NOTIFICATION**

If your child has food allergies, according to new State of Texas guidelines for daycare, please have your physician fill out the form below and sign. **MUST BE POSTED IN DAYCARE CLASSROOM.**

Diagnosed food allergy: \_\_\_\_\_

(child's name)

Symptoms of allergic reaction to food: \_\_\_\_\_

How to Respond if Reaction Occurs: \_\_\_\_\_

**PHYSICIAN'S SIGNATURE** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_