

**WESTSIDE BAPTIST CHURCH  
CHILD DEVELOPMENT CENTER**



**PARENT HANDBOOK  
Effective 3/11/16**

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

## Welcome

Welcome to Westside Baptist Church Child Development Center. We are so glad you have chosen our program for your child. Parents are encouraged to visit the center with their child prior to their first day. This gives the staff and child an opportunity to meet and get to know one another. It also helps make separating on the child's first day a little easier on them (and parents too!).

## Mission Statement

*"Train up a child in the way he should go, and when he is old he will not turn from it."* Proverbs 22:6  
Westside Baptist Church Child Development Center was established in 1985 and exists as a ministry of Westside Baptist Church, for the purpose of helping parents fulfill their God-given responsibility to nurture and train their children.

## Our Goal

Westside seeks to prepare children to become learners for life that is grounded in scripture and focused on academic excellence at an affordable cost. At Westside, it is our goal to provide a safe, Christ-centered educational setting where we can help children grow spiritually, academically and socially. We are a Christian preschool intended for teaching academics and Christian attributes such as love, gentleness, kindness and a spirit of happiness through a personal relationship with God through His son, Jesus Christ.

## Philosophy Statement

Westside Baptist Church and Child Development Center welcomes all families without discrimination to race, gender, socio-economic status or religious creed. Our philosophy here at Westside Baptist Church Child Development Center comes from a common desire for excellence in meeting the needs of children and their families for nurturing, growth and development, relationships and understanding.

While we offer care and education to a range of ages; we operate programs which are individualized in their goals and objectives. Each program forms its specific aims within the context of these principles:

### WE BELIEVE...

- that the home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.
- that the dignity and worth of each child and family is important.
- that loving, trusting and respecting each child makes that child capable of loving, trusting and respecting others.
- that each child should be helped to have a positive self-image.
- that it is important to meet each child's needs for physical, social, emotional and intellectual growth.
- that the needs of children change as they grow; that programs must respond in content and structure by using the best techniques in human development.
- that children deserve a nurturing, safe and happy environment which promotes their natural curiosity and desire to learn.
- that children deserve to have teachers who are capable and caring, and whose values enable them to be excellent role models.

We acknowledge the trust placed in the school by its families. Westside Baptist Church Child Development Center holds in high regard the privilege it has been given of ministering to these families and assisting them in the Christian training and nurturing of their children.

A child's growth is best served by both home and school working closely together; establishing communication in the development of the child. Parent involvement and participation in school brings great rewards and can have a significant impact on their child's life.

### **Application & Admission**

Enrollment is open to all children between the ages of 3 months and 5 years of age. Each applicant is admitted on the basis of space availability to maintain manageable student-teacher ratios. Enrollment at Westside is on a first-come, first-served basis. To be enrolled in our pre-school program (2's, 3's & Pre-K) all children must be the appropriate class age on or before September 1<sup>st</sup> of the current school year. A birth certificate, or equivalent legal certificate, evidence of required immunization and a physical examination are required for admission. At the time of enrollment, a non-refundable registration fee of either \$100 per child or \$150 per family is required. This non-refundable registration fee is also collected each school year. Waiting lists are cultivated once a class is considered full.

### **School Hours**

Our hours of operation are from 6:30 a.m. until 6:00 p.m., Monday through Friday.

### **Arrival & Departure**

All children must be escorted to the classroom, signed-in and out; by an adult on a daily basis. Children are not allowed to be left unattended at any time. Children need to remain with an adult at all times and are not allowed to be roaming or running in the hallway. We request that all children in the pre-school program (2's, 3's & Pre-K) arrive by 9:00 a.m. so they may cause less classroom disruption and take full advantage of the entire morning program. If there is any reason as to why your child is unable to be here by 9:00 a.m., please make sure your child is here prior to lunch or please wait until after nap; as it is very disruptive to the classroom. If for some reason your child does arrive after 9:00 a.m. then please drop them off at the office so they can be taken into the class. The person taking them into class will bring the sign-in book to you. It is very difficult for the children and teachers when others are arriving late and the class has already started circle time. Please do not pick-up your child during naptime unless you have made prior arrangements with the office. Only those adults listed on the child's pick-up card may sign-out and remove a child from the school. Any parent that wants someone other than those listed on the pick-up card to remove a child must call ahead and that person must bring their driver's license to the office to be photocopied.

### **Pick-up & Late Charges**

Westside closes promptly at 6:00 PM. It is requested that you arrive by 5:55 PM so you may have time to sign your child out, check their folder and gather any items that need to be taken home that evening. **If you arrive anytime after 6:00 PM for any reason, there will be a charge of \$1.00 per minute per child.**

### **Front Door Security Code**

On your child's first day you will be asked for a 4-digit code in order to enter the school. This code is for parents and guardians so please, keep this number confidential. On occasions, when you need someone else to pick-up your child, a doorbell is provided for access.

## Holidays / School Closures

- |                            |                                 |                 |
|----------------------------|---------------------------------|-----------------|
| *New Year's Day            | *Labor Day                      | *Christmas Eve  |
| *Good Friday               | *October Teacher Planning – TBD | *Christmas Day  |
| *Memorial Day              | *Thanksgiving Day               | *New Year's Eve |
| *Independence Day (July 4) | *Friday after Thanksgiving      |                 |
| *August Transition - TBD   |                                 |                 |

When a holiday falls on a weekend, we will be closed the Friday before or the Monday following the holiday. Parents will be notified prior to our closing. Also, Westside will follow the Palm Beach County School closings, as applicable, for severe weather conditions or emergency situations. No tuition is credited for emergency situations, holidays and scheduled school closures as mentioned above.

## Attendance & Absences

Enrollment is made by parents to reserve a place in the school for their child. Therefore, there can be no refunds or allowances for absences. Please call if your child is not going to be in on any given day so that we are not expecting him/her, especially if he/she is absent due to an illness. No tuition is credited for absences or illnesses. If your child is absent 3 or more days due to an illness, the school will need a doctor's note in order for your child to return. After your child has attended the school for one full year, if necessary, you may take one week to be used for vacation or illness. Your child may not attend school during this week. Each year, for that one week, you will not be responsible for a tuition payment.

## Withdrawal

If you need to withdraw your child during the school year, we require two weeks notice so that we can fill his/her spot and minimize any financial loss.

## Non-discrimination Statement

No person, on the grounds of race, color, national or ethnic origin is excluded or otherwise subjected to discrimination in receiving services at Westside Baptist Church Child Development Center.

## Child Abuse & Neglect

All staff members are required and mandated by law to report any suspected child abuse and/or neglect to the Florida Department of Children and Families.

## Parent Communications

(Conferences, Parent Visits, Parent Bulletin Boards, Complaint Procedure)

### Conferences

Parent-Teacher conferences are held twice a year in the pre-school program. Additional conferences are available throughout the school year at the parent's or teacher's request. Since most parents in the infant and toddler program feel that detailed daily reports and daily communication between the teachers and parents is quite sufficient, parent-teacher conferences are welcomed and held only when requested. Since it is necessary for the teachers to devote their time during the school day to the children, we ask that parents request an appointment if they need to speak with a teacher at length. The teacher will observe each child and assess their level of development throughout the school year. A child's educational development is assessed by physical, cognitive, fine and gross motor skills, emotional and spiritual development.

### Parent Visits

Parent visits during school hours are welcomed and encouraged. Parents may wish to plan a classroom visit with the teacher, but are welcome anytime. Please be respectful of naptime as this may cause a disruption to other children.

### Parent Bulletin Boards

A bulletin board is available with announcements for you to view and read. Please take time to review the board regularly to keep informed of the center happenings and/or announcements. Weekly lesson plans and monthly plans will be posted for viewing.

### Complaint Procedure

We believe that maintaining good communication between parents, teachers and staff is a key element in your child's success at school. If you should have any concerns or complaints we encourage you to speak with our Administrative Assistant or Director as soon as possible. Our door is always open to you and your family.

## **Curriculum**

After much review and consideration Westside Baptist has chosen a Bible-based, Christ-centered and developmentally age appropriate curriculum called Wee Learn, published by LifeWay Publishing.

Wee Learn offers and provides:

- various areas of whole child learning:
  - Art Center
  - Block Center
  - Writing Center
  - Creative Play Center
  - Library Center
  - Manipulative Center
  - Science Center
  - Music Center
- opportunities for children to think and solve problems,
- teachers trained with biblical guidance techniques, and;
- development of intellectual, biblical and physical skills.

The children will be taught Bible stories from the Old and New Testament. Bible memorization begins in the two-year old class and continues through Pre-K. Practical Christianity will be emphasized in all aspects of the school program along with developing a personal relationship with God through His son, Jesus Christ.

## **Health Procedures**

The Palm Beach County Rules and Regulations require us to have the following documents on file for each child upon enrollment:

1. Health History Forms
  - a. A State of Florida School Entry Health Exam Form DH 3040, signed by a licensed physician that states a child is healthy and may attend child care. The physical is good for two (2) years.
  - b. A Florida Certificate of Immunization Form DH 680, signed by a licensed Florida physician.
2. A Florida Department of Health Enrollment Information Form.
3. An Emergency Medical Authorization Form.
4. The Alternate Nutrition Contract.
5. A signed receipt for the brochure "Know Your Child's Day Care Center."
6. A signed receipt for the Discipline Policy.



## Immunizations & Health Exams

Remember that your child's immunizations and physical must be up-to-date at the time of entrance. However, while enrolled, if your child is due for another immunization or physical, this must be done within the required date noted on the prior record. If these records become outdated, then your child **may not return to school** until the proper immunizations or physical are made current. This is for your child's protection as well as for the protection of the other children in the school.

## Medications

The Palm Beach County Rules and Regulations state that if a child requires medication, we are allowed to administer it to them only if the following requirements are met:

1. A Medication Release form must be signed by the parent stating the name of the child, the name of the medication, dosage, times and dates to be given. Instructions must match the label on the medication.
2. Medication must arrive at school stored in the original prescription container, with prescription label that has the child's name, doctor's name, name of medication, date of medication and the proper dosage. (Note: Westside Baptist CDC staff will not administer the initial dose or any over the counter medications without an original physician's authorization form completely filled-out and attached.)
3. Medication must be given to the teacher or office staff. Never send medication to school in the child's lunchbox.

A medication tool with exact measurements must accompany all medications. This does not include teething gels, Tylenol or any other over-the-counter medicines. All medications are kept in locked boxes at the school. If refrigeration is required, medication is kept in a locked box in the refrigerator. Parents are responsible for remembering to take all medications home each day.

## Illnesses

As per the Palm Beach County Rules and Regulations guidelines, no child will be admitted to school or remain at school if they are suspected of having:

1. Severe coughing;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea;
5. Temperature of one hundred (100) degrees Fahrenheit or higher (a child should be without fever for 24 hours before returning to school (without a fever reducer);
6. Conjunctivitis (pink eye);
7. Untreated infectious skin patch(es);
8. Unusually dark urine and/or gray or white stool and yellowish skin or eyes;
9. Vomiting;
10. Pediculosis (head lice, nits); or
11. Any other unusual sign or symptom of illness.

If a child becomes ill at school, the child will be isolated and the parent will be notified to pick the child up immediately. It is the parent's responsibility to have alternative arrangements available in the event that the parent cannot pick-up the child. It is highly recommended that these arrangements be made prior to starting school. Parents must check with the office for the school's policy on the length of time a child must remain out of school before returning.

## Communicable Disease Policy

If a child has contracted any contagious disease or condition, they are not to be brought to school and will not be allowed to return to school until the condition has cleared. This is for the protection of all concerned. Westside CDC desires to maintain a healthy school environment by instituting controls designed to prevent the

spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent, which may be, transmitted either directly or indirectly by a susceptible host, infected person, or animal to another person. Any school personnel who reasonably suspect that a student or employee has a communicable disease shall immediately notify the Director or Administrative Assistant. Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **Injuries**

If your child gets injured during the day with something such as a scrape or bump, etc. the wound will be washed with soap and water and covered with a band aid and an incident report will be written for you to sign at pick-up. As per health department guidelines we do not apply any antiseptics or ointments to wounds. Additionally, we cannot give children anything for insect bites. If an injury is more severe, the parent will be notified immediately. In the case of a serious accident or medical emergency, 911 will be dialed immediately. Parents are notified as soon as the proper action is taken to assure your child receives professional medical treatment.

### **Biting Policy**

Unfortunately, biting is quite common in child care. It is also very frustrating and stressful for the children, parents and teachers. Children bite for many reasons and at Westside we make every effort to work with the children and parents when the "biting stage" is for reasons that are uncontrollable (oral exploration, teething, etc.) to the child. It is usually temporary and a normal stage of development. However, if after several attempts and use of effective techniques are proven unsuccessful, the parents and staff will meet to try and resolve the matter in an appropriate manner. If we feel that we have made every effort to work with the child and the parents and the child still does not respond to these corrective measures, then for the protection of all of our children, we reserve the right to terminate the enrollment at our school. Please be aware that, for the safety and well being of the other children, biting for other reasons (frustration, aggressiveness, etc.) is not tolerated at this school and needs to be resolved quickly or we will have to terminate the enrollment at our school.

### **Head Lice**

South Florida, with its tropical climate, lends itself to the common problem of head lice among children. After examination, any student found to be affected will be sent home for treatment. It is each parent's responsibility to check the hair of their own children on a daily basis. If head lice are discovered while at home, please notify the school office as soon as possible. As per the Palm Beach County Rules and Regulations, a child who has head lice shall not be permitted to return until treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and egg cases (nits).

### **Meals**

It is the parent's responsibility to provide their child with healthy and nutritious breakfasts (if applicable), snacks and lunches each day. Items such as candy, gum, chocolate, chocolate milk, soda, sugary drinks, etc. are not allowed in lunch boxes. A dessert item is allowed in the preschool classes for the afternoon after the children's nutritious snack. At least 3 drinks in the pre-school lunchboxes are needed each day. All foods and formulas must be pre-mixed, pre-measured, in non-glass containers and ready to eat. We are not allowed to mix, measure, prepare, cut-up, cook or heat foods. Food can be warmed in the microwave only for infants and toddlers. Baby food jars are allowed in the infant rooms as long as they are unopened. All bottles, cups and containers must be labeled with your child's name. Parents must supply the necessary spoons, forks, cups,

bowls etc. Per the Palm Beach County Rules and Regulations, we are not allowed to supply them for the children. All foods and beverages must be taken home daily. For infants and toddlers, all bottles and cups must have fitted lids. Lunchboxes must have an ice pack and need to be cleaned and wiped for spillage or food remains. Please check the appropriate classroom schedule for when breakfast and morning snack is offered. Please let us know if your child has any food allergies. In the case of allergies, if there is a child in a class who is allergic to any food items, then that class will become a class "allergy free" of those items. Remember, food or drinks are not allowed in the halls, front entrance or playgrounds.

## **Clothing**

It is recommended that boys and girls wear washable play clothes that will allow them to play freely without worry of getting dirty. Girls may wear pants, modest shorts, t-shirts, blouses, dresses or skirts. Shorts are required underneath any dresses or skirts. Girls are not allowed to wear halter tops, tank tops or shirts that do not cover their waists (halter tops and tank tops may only be worn during the summer as long as they cover their waists). Please do not send your child to school with any costume bracelets, necklaces, earrings and/or purses. Boys may wear pants, shorts, shirts and t-shirts. Sleeveless shirts are only allowed during the summer. All children are required to wear sneakers/tennis shoes/running shoes and socks each day. All other shoes including sandals, dress shoes, cowboy boots, UGGS, Crocs, flip flops and open toe shoes are not appropriate for playing and playground time. (During the summer program we allow Crocs, sandals and flip flops on water play days only.) Each child should bring an extra set of clothing in a labeled plastic Zip-loc bag to be kept at school in his or her cubby for emergency use. Clothing with villains, swords, guns, skulls, etc. are not allowed to be worn at school.

## **Bedding**

Toddlers through Pre-K have a daily afternoon rest period. A foam mat will be provided by the school. You will need to provide a standard size crib/toddler sheet to cover the mat and a lightweight blanket or cover sheet (marked with your child's name). The sheet and blanket are to be taken home each Friday to be laundered and returned on the following Monday. All sheets and blankets cannot be bigger than the size of the mat your child rests on. Small travel sized pillows are also allowed in the 2's, 3's and Pre-K as long as they have a pillow case or removable cover that can be sent home to be laundered weekly. Infants have their own crib and will sleep according to their individual schedule. For the infants, the school has crib sheets and blankets or the parents may send in their own.

## **Toys**

Age appropriate toys, books, CD's, tapes, or other objects of interest may be brought in on "Show and Tell" days only and must be taken home on the same day they are brought in. Any toys that are violent in nature or deemed inappropriate such as guns, ropes, and/or weapons, etc. are not permitted at any time. Personal toys from home should not be brought to school on any other days but show and tell days.

## **Discipline**

Each teacher follows our system of discipline of positive redirection. It is fair, consistent, loving and yet firm. Positive methods are the first choice, such as happy faces, words of praise, or redirection. Other methods include giving the child a firm look, a firm talk in private, or the child being placed in a seat/area away from the group. A record of disciplinary actions and parent contacts are kept in each child's file in the office. When the misbehavior of a child becomes repetitive and disturbs the learning environment, the parent will be notified. A child may be sent to the office if they use inappropriate words, or when a serious incident, such as kicking, biting, hitting or pinching has injured another child. Chronic disruption of the learning environment or injury of another child warrants more stringent correction. The parent will be called and/or the teacher or Director will send a note home if the child needs additional correction by the parent.



Westside does not use corporal punishment in disciplining a child. If a child causes serious problems, the parent may be requested to remove the child from the class for a day or two so that the problem can be corrected at home. If the problem(s) persists the parent may be required to remove their child from the school permanently. Any form of verbal or physical disrespect from a child towards a teacher is not tolerated and may require a child to be removed from the school permanently.

## **Financial Policies**

Registration – a non-refundable registration fee must accompany the application for admission. A yearly registration fee is also required to enroll each school year.

1. Tuition will be charged on a weekly basis and is due in advance by Friday for the upcoming week. A \$10.00 late fee will be charged if received on Monday; a \$20.00 late fee will be charged if received on Tuesday and a \$30.00 late fee will be charged if received on Wednesday. If payment is not received by Wednesday then your child will not be allowed to return to school. There are no exceptions.
2. In the event that a check is returned to the school for non-payment, there will be a \$30.00 returned check fee charged to the account. After the second time, a check will no longer be accepted and only cash or money orders will be allowed.
3. You may arrange to pay the tuition in advance on a bi-weekly or monthly basis if that is more convenient for you as long as the tuition is always paid in advance.
4. Full tuition is charged each week (Monday through Friday) regardless of the number of days in the week the child attends.
5. REMINDER: A late pick-up charge will be assessed in the amount of \$1.00 per minute for each child remaining after 6:00PM.

## **Fire Drills and Bad Weather Drills**

Fire drills are practiced monthly. The fire drill signal is a regular fire department-type bell. When the signal is given, all in-class activities will cease and exits made promptly. Evacuation routes are posted in each class and hallways. Bad weather drills are practiced quarterly. In the case of bad weather, all of the children are brought to the hallway and sat away from the doors in the middle sections of each hallway until the weather is safe to return to their classrooms and/or normal activities.

## **Emergency Preparedness**

In the case of a fire, flood, power outage, tornado or hurricane, we will adhere to the following plan:

☆In the case of a fire, the staff will follow the same evacuation procedures as in normal monthly drills.

Depending on the severity of a fire, the staff may be instructed to move the children to another location (e.g. parking lot, church, fellowship hall). Please pay close attention to your phone or emergency contact numbers you provided on your registration form in case we need to contact you.

☆If necessary, parents will be called to pick up their children immediately.

☆All staff will assist in the preparation of emergency conditions including, but not limited to: bringing in all outdoor furniture and all moveable playground equipment.

☆The school will be responsible of all children and remain with them on premises until they are released to a parent, guardian, or other designated person.