FPC CDC

Parent Information

2017

-2018

FIRST PRESBYTERIAN CHILD DEVELOPMENT CENTER
2017-2018 SCHOOL YEAR

The Child Development Center ("CDC") is a ministry of First Presbyterian Church (the "Church") and is governed by Christian Education, a committee of the Session of the Church. Our program is open to all families in the community and the surrounding area.

Each teacher is required to have CPR and First Aid training as well as continuing education hours each year. Teachers attend a monthly planning/training meeting. Background checks and drug screenings are administered.

Volunteers are needed for room parent, class parties and other special activities. We believe that when families and school work together we set an example for children.

Our Purpose and Goals

Our purpose is to provide young children with a Christian environment where they can grow spiritually, socially, emotionally, physically, and intellectually. Our goal is to support the development of each child to his or her greatest potential. We believe this happens in a nurturing environment which fosters mutual respect and appreciates the unique qualities of each individual. We will help your child to:

- grow in independence by making decisions and choices;
- grow in assuming basic personal responsibility for self;
- develop language skills and communicate ideas and feelings;
- develop self-control and get along with others as they work and play together;
- develop a feeling of self-worth and self-confidence;
- be curious, think, reason, and problem solve;
- develop the idea that school and church are happy and safe places; and
- develop a familiarity with the stories of the Bible.

Our Philosophy and Curriculum

We adhere to developmentally appropriate practices; children learn while they play. Our curriculum focuses on the process of learning rather than the finished product. Teachers act as facilitators for learning by providing a carefully planned environment that is appropriately challenging for each age level and gives children the opportunity to make choices and direct their learning. Many valuable learning experiences will take place as language develops and social skills are enhanced. The teacher's role is to model, observe, reinforce, encourage divergent thinking by asking open-ended questions, and to provide information the children cannot discover for themselves. We will make use of the child's natural curiosity and desire to learn through indoor and outdoor self-directed activities, teacher-directed group and individual activities, development of fine and gross motor skills, art experiences, music, and stories which will be appropriate to each age level.

With infants and toddlers, emphasis is placed on positive interaction with the teacher and exposure to educational toys. We believe that a nurturing environment where the child's needs are met promptly by caring teachers is vital to the development of our youngest children who are learning to trust. It is important to us that they feel happy and secure while they are in our care.

The teachers foster a stimulating environment which includes open-ended activities, language experiences, art experiences and open centers. There is an outside play time each day, and the music teacher visits these classes weekly.

- Our music teacher meets each school day with individual classes, including infants and toddlers.
- Guests are invited to visit our classrooms and share resources with the children.
- Three- and four year old classes go on field trips.
- Spanish classes are provided for two, three, and four year old classes.
- STEM (Science, Technology, Education, Math) classes are provided for two, three, and four year old classes.
- Children have a time reserved weekly in the gymnasium with gross motor activities provided.

Research shows these early years to be critical to the child's later development. To help each child build a positive self-image, opportunity for success will be built into all that we do. As the child sees the value of him/herself as a person, he or she can grow in positive directions. In an atmosphere of Christian love, our teachers will give children the opportunity to explore, discover, and create as they learn more about their world and develop a greater awareness of God.

Spiritual Development

Foundations for moral and spiritual development, as in all other areas of development, are laid during the early years of a child's life. It is our goal to contribute to these foundations in the lives of children by teaching simple Bible truths about helping friends, being thankful for God's provision, caring for the things in God's world, loving other people, and loving Jesus. The awareness that God made each person special and unique, helps the child value her/himself and others as persons of worth. We will guide the children to develop a feeling of security that is associated with God's love and care.

- The love of Jesus is demonstrated to our babies as their needs are met promptly and lovingly and Bible thoughts and songs are incorporated into their day and activities.
- Toddlers and two-year-olds are provided Bible story time in their classroom each day. Bible stories and activities are age-appropriate.
- Three- and four-year-olds go to weekly Chapel with the director of the program.

Here, Christian education is not limited to Bible story time or Chapel time, as it is interwoven into our day. During play and learning activities, children will have opportunity to sing (or hear sung) songs about God and Jesus, hear short thank-you prayers, and hear simple verses from the Bible. When a child hears a Bible verse related to what he or she is doing, it then takes on deeper meaning.

As we care for your children, we will share God's love with them through positive words and actions as they work and play in a safe and nurturing environment. We are committed to providing experiences to help them grow as children of God and become the person that God created them to be.

CDC 2017-2018 POLICIES AND PROCEDURES
CDC two, three, and four year old classes
NURSERY toddlers and babies

The CDC Program begins in September and ends in May. Meet the Teacher will be the class day before school starts. This is a time for parents and children to visit the classrooms and meet the teachers.

CHILDREN SERVED

The CDC offers a two day program on Tuesdays and Thursdays from 9:00 a.m. to 2:00 p.m. The Extended Care program operates until 4:00 p.m. Children are accepted who are six months by September 1st . The Extended Care program operates until 4:00 p.m. Children in the Extended Care program must be 18 months by September 1st.

TUITION AND FEES

A non-refundable registration/supply fee of $160.00 per child will be charged at the time of registration for the 9:00-2:00 program. A non-refundable registration/supply fee of $20.00 will be charged at the time of registration for the 2:00 p.m. - 4:00 p.m. extended program. Monthly tuition shall be:

9:00 a.m. - 2:00 p.m.
$195.00

2:00 p.m. – 4:00 p.m.
$60.00

Tuition is due on the first (1st) of each month and is late after the tenth (10th) of the month. A late penalty of $20.00 will be charged to your account on the eleventh (11th) of the month. Reminder signs will be posted, but reminder calls will not be made. If your child is absent through the tenth (10th) of the month, to avoid a late payment fee, **tuition needs be mailed** to:

First Presbyterian CDC
800 West Texas Ave.
Midland, TX 79701.

We cannot carry your child past twenty (20) days without payment. Returned check fee is $20.00.

REGISTRATION: DATES & FEES

Registration for the next school year is held in late January or February. A non-refundable registration/supply fee is due when you register. **May tuition for the upcoming school year (May 2018) is also due when you register.** If your child is not placed in the program, these checks will be returned to you. If your child is placed in the program and you withdraw by May 1, 2017, then May 2018 tuition will be refunded. **All registration/supply fees are non-refundable**. If you withdraw after May 1, 2017, then May 2018 tuition is also non-refundable.

Note: Children may enroll any time during the school year that an opening is available. Children who are not placed during registration will be placed on a wait list and will be contacted as soon as there is an opening. All fees will be returned when the child is placed on the wait list. When an opening becomes available, the child will be offered the spot. At the time of enrollment, registration/supply fee is due along with May 2018 tuition and also first month tuition if the school year is in session. Fees and tuition are not refundable. We are sorry, but adjustments cannot be made for transfer.

WITHDRAWAL: BEFORE THE NEW SCHOOL BEGINS IN SEPTEMBER

If you withdraw your child after August 1, 2017, then you are responsible for September 2017 tuition. Exceptions cannot be made.

WITHDRAWAL: DURING THE SCHOOL YEAR

If you withdraw your child from the program during the school year, **you are required to give a one month notice in writing by the first (1st) of the last month your child attends,** or you will be responsible for the next month's full tuition. Example: If you are not returning in December, notice is due November 1.

Note: This notice does not apply to May 2018 tuition. May 2018 tuition is refundable ONLY if you withdraw by May 1, 2017.

If you withdraw your child after attending a portion of the month, tuition for the remainder of that month is non-refundable. You will be held financially responsible as long as your child is enrolled in the program even if the child does not attend. Financial obligations cease when you give official notice of withdrawal following the guidelines of the withdrawal policy.

ARRIVAL AND DEPARTURE

Classes begin promptly at 9:00 a.m. and end at 2:00 p.m. or 4:00 p.m. It is extremely important that your child arrives at 9:00. We have a full curriculum planned and they will miss needed instructional time. **The late charge is $10.00 for the first 10 minutes. AT 2:10 P.M. AND 4:10 P.M., THE CHARGE WILL INCREASE AN ADDITIONAL $1.00 PER MINUTE.**

- Parents must accompany their child to the classroom and make the teacher aware of the child's arrival. For the safety of the children, there can be no exceptions regardless of your child's age or time of arrival.

SIGN-IN AND SIGN-OUT

All children must be signed in on the sign-in book for their classroom. **Please be attentive to this responsibility.** ***This is a vital part of our child tracking system in the event of an emergency.*** Room numbers and the child's name will be on individual books. **All children must be signed out at the end of the day. Please give your close attention to this responsibility.**

RELEASE OF CHILDREN

A 'PERMISSION TO PICK UP CHILD' form must be on file in the office with a copy of identification for each person listed. If anyone other than the parent is picking up the child, they will need to stop by the main desk and get a copy of the form and take it to the teacher before the child will be released. A child will not be released to anyone other than parents or guardians without a form on file and a copy of identification.

GUIDING THE DEVELOPING CHILD

Discipline (positive guidance) will be based on an understanding of the individual needs and development of the child. Teachers will encourage acceptable behavior and inner control over actions by praising appropriate behavior and redirecting inappropriate behavior. In some cases, we will use the positive strategy of withdrawing the child from a situation for a brief time.

Biting is a phase that some children go through and all eventually outgrow. It is a fact that biting sometimes occurs when young children are placed in group care or in a classroom setting. We are genuinely concerned whenever biting occurs in our classrooms, and we will work diligently with the child and the parents to redirect and change behavior. If at any time you have questions regarding biting, please see the director.

If your child is not ready for the group experience, if his or her needs are not best met in the group setting, or if we are not meeting parent expectations, the director reserves the right to remove the child after a confidential conference with the parents. It is our desire for every child to have a positive experience, and we do not believe the child should remain in the program unless he or she can benefit. Parents must be pleased with their child's experience, and they must abide fully with policies and procedures if their child is to remain in the program.

POTTY TRAINING

Children in the three year old classes and older are required to be reliably potty trained. Children in this age group may not attend in pull-ups.
When children in the two year old and younger classes show a genuine readiness for potty training and have had several successful days at home we will be glad to assist in the process at school.

SPECIAL NEEDS

Parents have a responsibility to inform the director of any problem, special need, or physical disability a child might have prior to enrollment. We reserve the right to refuse admission if the situation is one for which our staff is not trained.

When a child with special needs is admitted to the program, it will be on a trial basis. Our goal is to effectively meet the needs of each child, and our teachers must feel confident in their ability to do this. If a child with special needs is admitted to the program and, after working with the child, the teachers do not feel secure in meeting these needs, we reserve the right to hold a confidential conference with the parents to determine if the child will or will not remain in the program. The well-being of all children in our program is our highest priority.

IMMUNIZATIONS

An immunization record must be presented before the first day of school. Each child enrolled in the CDC must have a current immunization record on file. ***It is the responsibility of the parent to update records each time the child receives an immunization.*** **Parents must give close attention to keeping immunization records current.**

HEALTH

Your cooperation is needed to help maintain high health standards in our program and to help protect all our children from unnecessary illness. Parents are asked to keep their child home when the child:

- Gives evidence of a cold;
- Has a temperature of 99 degrees or more;
- Has sore or discharging eyes;
- Has had vomiting or diarrhea within the last 24 hours;
- Has a heavy nasal discharge;
- Has a constant cough; or
- Is fussy, cranky, and generally not him/herself.

Do not bring your child to school until he or she has been **without fever for 24 hours**.

If your child cannot play outside, please keep him or her at home.

We cannot, under any circumstances, administer medication of any kind to a child. This must be done by the parent.

Parents will be called to pick up their child immediately if he or she becomes ill at school. **Please pick up your child as soon as you are called**. Please notify the school if your child has been diagnosed with a contagious illness.

ALLERGIES

It is the responsibility of the parent to inform the teacher and director of any allergy your child may have. You will be provided paperwork for this purpose. If your child develops an allergy during the school year after paperwork has been submitted, please notify us at once.

DIETARY NEEDS

Please provide the school with medical documentation of any dietary restrictions (ex. nuts, gluten, sugar).

PERSONAL BELONGINGS

Please **label** (first and last name) all personal items of clothing, lunch boxes, cups, blankets, bottles, pacifiers, diaper bags, etc. that you bring for your child. Please do not allow your child to bring his or her own toys to school. Purses, etc. should be left at home. Do not allow your child to bring candy, gum or money.

FOOD

We are a *NUT/SEED FREE ZONE*. ALL kinds of nuts and seeds are prohibited here. Please do not send any food in your child's lunch or for classroom snack that contains nut or seed products. This includes, but is not limited to, PEANUT, ALMOND, and SUNFLOWER products. It is not our intention to be extreme. We would, however, rather err on the side of caution, than take risks with children who have severe allergies. Thank you for helping us keep all the children safe.

Send a well-balanced, nutritious lunch for your child **that does not have to be warmed in the microwave.** Please send water to drink. **We ask that you send only finger foods.** Anything that must be eaten with a spoon or fork is not a finger food.

Children's lunches are stored in their cubbies. Please send food that does not need to be refrigerated. Food and drinks that need to stay hot or cold should be sent in a thermos or with an ice pack.

For infants, send plenty of bottles and baby food with exact instructions as to how and when your child is to be fed. If you send an extra bottle for emergency purposes, please label it. There is a refrigerator and microwave in the infant room.

Children choke easily on wieners (hot dogs), and grapes. **If you must send wieners or grapes, be very sure that you cut them into small pieces which are not round**. Apples should be peeled and cut into small pieces. All food should be ready to serve.

Please do not send breakfast for your child to eat at school. This applies to children of all ages, including infants and toddlers. Teachers are very busy receiving infants and toddlers at the beginning of the day, and schedules do not allow time for feeding breakfast.

Do not send glass containers of any kind. These are a potential danger.

SNACK TIME

Parents are asked to take turns providing snacks and drinks for the class. **We ask that you send only water to drink**. You will be assigned a week to bring snacks. It will be on the monthly calendar that you receive from the teacher. Please take the time to be aware of your turns. Sometimes ingredients for cooking will be requested. Snack suggestions are listed on separate pages.

CLOTHING

Bring **at least** one change of "seasonally appropriate" clothes in the diaper bag for your infant or toddler. For two-three- and four-year-olds, please bring a "seasonally appropriate" change of clothes (including socks) to be left at school. This should be in a Ziploc bag and clearly labeled with name. **We do not have extra clothes at school.** If your child needs to change clothes at school and does not have extra clothing, parents will be called and asked to bring clothes to school immediately.

Children should wear washable clothes that are comfortable and in which they can play and move about with ease. Simple play clothes and two-piece outfits are easier for children and teachers to manage. Belts are difficult for children to manage. **Many of our creative activities are messy**. Even our youngest children use paint, markers, and glue and they play in sand and water tables often.

Shoes should have rubber soles and be comfortable and safe for active play. Loose shoes are not safe. **Tennis shoes are the best choice.**

Children will play outside daily, except during inclement weather. Make sure your child is dressed appropriately for this.

DIAPERS AND BABY WIPES

Parents are required to provide diapers for their own child. **We also ask parents to provide wipes**. If your child is in a class on the nursery wing, please send a large box of sensitive skin wipes when school starts in September. When our supply is low, your teachers will post a note asking you to send more.

QUIET TIME

Individual sleep/nap schedules will be accommodated for infants and young toddlers,

FIELD TRIPS

Educational and enriching field trips will be planned for three-and four-year-olds throughout the school year. Field trip notices are posted outside classrooms. Each child must have a field trip permission form on file before leaving school. No exceptions will be made. Transportation will be in the church bus. Parents are responsible for properly strapping their child's car seat in the assigned bus the morning of the field trip. They are also expected to remove the car seat from the bus at the end of the school day. The car seat needs to have the child's name marked on it. Teachers who drive are required to attend a Transportation Safety class each school year. Each child is buckled into his or her own car seat. Emergency information files, first aid equipment, fire extinguisher and a stamp featuring the name and phone number of the church are the precautions taken to ensure safety.

BIRTHDAYS

This is an exciting time in the life of a young child. You are welcome to celebrate your child's birthday at school by providing a special snack which you have discussed with the teacher. Please do not provide lunch, pizza, party favors, balloons, clowns, etc. Please do not send birthday party invitations to school unless all children in your child's class are invited

EMERGENCY PREPAREDNESS

Emergency Information and Evacuation Routes will be posted in classrooms. An Emergency Preparedness Manual will be distributed to and reviewed with teachers.

SECURITY

For the safety and security of the children the "A" Street outside access doors to the CDC, and the doors leading from the main hall of the Lynn Building to the nursery area, will be locked except when parents are dropping off or picking up their children. All doors where the children are cared for can be opened without a key from the inside to allow for emergency exits. **Parents are asked to enter the building through the Texas entrance when the "A" Street doors are locked**. ***Please do not knock at the "A" Street doors.*** After they are locked, **these doors will not be opened for those who arrive late or come during the school day.** If you need access to the nursery wing during the time the doors are locked, the office staff will be glad to open the doors for you. **We do ask that you make every effort to arrive before the doors are locked at 9:30 a.m.**

Schedule for Locked Doors on Tuesdays and Thursdays

9:30 a.m.	Doors Locked
1:30 p.m.	Doors Unlocked
2:30 p.m.	Doors Locked
3:30 p.m.	Doors Unlocked

Please know that we have the safety and security of your children in the highest priority.

INCLEMENT WEATHER

If the Midland Independent School District ("MISD") is closed because of inclement weather, the CDC will also be closed. Canceled days will not be made up. If MISD delays start, we will not have school that day. If the weather is questionable, **it is the responsibility of the parent to check the local news** regarding MISD schedule. You should then apply that information to the CDC policy regarding inclement weather.

FUNDRAISERS

The CDC sponsors annual Church-wide fund raisers so that the school may purchase new equipment and provide a high quality program while keeping your child's tuition to a minimum. Parents are encouraged to participate in the fund raisers.

PARKING

Parking is available for the CDC in the south parking lot across Texas Avenue from the Church and in the east parking lot across "A" Street from the Church. To ensure safety, please **use crosswalks when crossing these streets**. You may also park in the Family Life Center Parking Lots on Texas or Illinois. This will give you direct access to the Church without having to cross the street.

There is **no parking in the "A" Street circle drive**. **This applies to everyone all of the time.** **Handicap spaces are reserved for those who need them**. Do not park there unless you have a handicap permit on your car. Fines will be issued for illegal parking.

HOW PARENTS CAN HELP

Talk about the program as a happy place. If your child cries when you bring him or her to class, it is usually best for you to leave your child with the teachers as soon as possible. Children usually stop crying before the parent reaches the car. In most cases, the longer the parent stays the more difficult it is for the child to separate. Should your child's crying persist, we will let you know. Feel free to check on your child by calling the CDC.

Please make every effort to have your child in the classroom on time so that teachers can get the class settled and begin the day's activities.

Please be sure your child gets enough sleep the night before and eats a nutritious breakfast **before** coming to school.

Communicate regularly with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we are aware of developments that change your child's routine or significantly affect his or her life.

Please carefully read all notices sent home. Refer often to your Parent Information. **Be aware of teacher communication through classroom postings and Calendars**

If you have questions or concerns, please discuss them with the teacher or director as soon as they arise. We welcome your suggestions for improvement and growth. Early childhood should be a wonderful part of that God-given process called "growing up". When families and school work together, we set an example for children. Our door is always open, and you are very welcome.

Thank you for trusting us to provide your child with a loving, caring, learning experience. We are looking forward to the time we will spend with your child at this very special time in his or her life.

THE EARLY CHILDHOOD MINISTRY

The purpose of the Early Childhood Ministry (the "ECM") is to assist the Child Development Center in its ministry by setting policies and developing the program. Members must make a two-year commitment to serve on this committee. They are required to attend the monthly Monday meeting of the committee. Members must be available to help on some Tuesdays and Thursdays.

Some of the duties are:

- Organize all school fund raisers..
- Assist with school pictures.
- Assist with vision and hearing screening.
- Serve as contact person for Room Parents.
- Organize parent volunteers.
- Organize Teacher Appreciation Days

If you are interested in serving on this ministry or assisting this ministry, please let a director know. We welcome and value parent participation, and it is not our intention to overlook any parent who wishes to be involved in our program.

SCHOOL PARTY GUIDELINES

The ECM is in charge of the class parties. Information about party details will be given out at Meet the Teacher the week before school starts. Parents are needed to help with the parties.

- ***We sincerely appreciate your help.***
- ***It is always a pleasure to have parents involved in our school activities***

ROOM PARENT RESPONSIBILITIES

Each classroom will have one (1) Room Parent.

- The Room Parent will serve as a line of communication between the ECM and the classroom parents. Each Room Parent will have a specific contact person on the ECM. When special events require assistance from parents, the Room Parent will receive a call from the ECM contact person. The room parent will then inform their classroom parents and ask for volunteers if needed. The ECM contact person will also call the Room Parent before each class party.

If you would like to serve as Room Parent, you will find a place to sign your name on the Party Sign-Up form posted in your child's classroom.

First Presbyterian Church
Child Development Center
2017-18 CALENDAR
****Please Post at Home****

Nursery (babies and toddlers)
CDC (2, 3, and 4 year old classes)

September

Tuesday	5	Meet the Teacher (9:30-11)
Thursday	7	First Day of School ALL FORMS MUST BE IN

October

Tuesday	3	School Pictures (CDC)
Thursday	5	School Pictures (nursery)
Tuesday	17	Open House (CDC) (9-9:30)
Thursday	19	Open House (nursery) (9-9:30)
Tuesday	31	Pumpkin Parade (9:15)

November

Tuesday	14	Thanksgiving Feast (CDC)
20-24		Thanksgiving Break

December

Sunday	3	CDC Annual Bake Sale
Thursday	7	Warming of the Tree
Tuesday	12	Christmas Program Time TBA 3's and 4's
Thursday	14	Santa Visits
Tuesday	19	Polar Express Pajama Day Parties **No Nap/Playroom**
Wed.	20	Christmas Holiday Begins MERRY CHRISTMAS!

January

		HAPPY NEW YEAR!
Tuesday	9	School Resumes
TBA		Registration 2018-2019

February

Tuesday	13	Valentine's Card Exchange
Thursday	22	Donuts with Dad (9-9:30)

March

12-16		Spring Break
Tuesday	27	Easter Egg Hunts
Thursday	29	Easter Holiday

April

Thursday	12	Class Pictures
24, 26		Teacher Appreciation

May

Thursday	10	Mother's Day Tea (CDC 1:00) (nursery 1:30)
Tuesday	15	FUN DAY!
Thursday	17	4 Year Old Recognition Program and Reception (noon) LAST DAY OF SCHOOL! **No Nap/Playroom**