

# Kids' Day Out



FIRST TEMPLE

PARENT HANDBOOK

2025-2026

Love the Lord your God, with all your heart, with all  
your soul and with all your mind. Matthew 22:37

## **KIDS' DAY OUT**

### **PRESCHOOL PROGRAM**

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|---|--------------|
| First Baptist Church Temple Main Office | 254-773-6866 |
| Preschool Office                        | 254-773-6866 |

|   |              |
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| Jenni Manriquez   | 254-773-6866 |
| Preschool Minister  |              |
| KDO Director  |              |
| <u><a href="mailto:jenni@firsttemple.org">jenni@firsttemple.org</a></u> |              |

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| Stephanie Ray   | 254-773-6866 |
| Assistant Director  |              |
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| Stacy Harlohs   | 254-773-6866 |
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Mailing Address:  
8015 West Adams Ave.  
Temple, Tx 76502

## Parent Handbook

Dear Parents,

Welcome to the Kids' Day Out Program at First Baptist Church Temple. You have chosen an early childhood program where your child's growth and development will be fostered in a developmentally appropriate way by teachers and staff who love God and have a passion to serve him through teaching young children.

This handbook has been prepared to acquaint you with school policy.

Please read this handbook so you will understand our school policy, and your role as a parent(s) in supporting our preschool program. Please retain this handbook as a guide.

Any changes made to policies and procedures throughout the school year will be sent home in the form of an amendment which will require your signature as a parent of a preschooler enrolled in the Kids' Day Out Program.

If you have any questions or concerns regarding policies and procedures, please contact the Program Director at 254-773-6866 or [jenni@firsttemple.org](mailto:jenni@firsttemple.org).

Sincerely,

Jenni Manriquez,  
Program Director  
254-773-6866  
[jenni@firsttemple.org](mailto:jenni@firsttemple.org)

## **Kids' Day Out Program**

The Kids' Day Out Program was founded in the fall of 2013 as a ministry to the families of Temple. There were four classes that met twice a week in downtown Temple and provided our Temple community play based, quality early childhood education in a Christian setting. In the Fall of 2014, the new West Adams Campus of First Baptist Church Temple was opened. Kids' Day Out received its official new name, formerly known as Mother's Day Out, in the fall of 2018. Today our program exists to serve the families of Bell County by providing quality, play based, early childhood education in a Christian setting that nurtures the whole child socially, spiritually, emotionally, and intellectually. First Baptist Church Temple exists to lead those far from God to encounter Him and grow in the ways of Christ.

The Kids' Day Out Program is managed by the Program Director and is overseen by the Preschool Minister and Discipleship and Family Pastor of First Baptist Church Temple.

## **Hours Of Operation, Holidays and Closures**

The first day of school is the Tuesday after Labor Day, and the last day of school is the Thursday the week prior to Belton ISD last week of school in May. Please note that there is a "Meet the Teacher" night that is held prior to Labor Day. A Kids' Day Out Calendar is published yearly that coincides with Belton ISD calendar for most major holidays, with a few exceptions. We observe Thanksgiving Break, Christmas Break, President's Day, and Spring break school closures.

Kids' Day Out hours of operation for all classes are Tuesdays and Thursdays from 9:00am-2:00pm. All students are expected to be prompt for class and to attend classes regularly. Late morning drop-offs cause disruptions for classmates and teachers. Please do your best to arrive on time. Children should be picked up promptly at 2:00pm. A late fee will be assessed at 2:10pm. We charge \$5.00 for the first 10 minutes and \$1.00 for every minute after 2:20pm.

### **School Closing**

When inclement weather requires special precaution, the school may be forced to close. If Belton ISD closes due to bad weather conditions First Temple Kids' Day Out program will also close. Listen to your local TV and radio stations for information about school closing. For Belton ISD two-hour weather delays we will begin our school day promptly at 10:30am. First Temple Kids' Day Out program will not make up bad weather days regardless of how Belton ISD handles it. In the event that we must close the school after the school day has begun because of electrical outage, plumbing, water shut off, natural emergency, or any other reason, your child's teacher will call and notify parents that they must immediately pick up their child.

\*January 29<sup>th</sup> we will not have school, it will be a Professional Development Day.

## Office Hours

The Kids' Day Out program office is open from 8:15am-2:30pm on school days. If we are not in office, please leave a message on the voicemail or send a message via Brightwheel application and your call/message will be returned as soon as possible. In the case of an emergency dial (254) 773-6866 (church office).

## Enrollment Requirements

Before the child's admission to school, the admission form (electronic form) with medical history and two emergency contacts, must be completed and submitted to Brightwheel student profile. A child is enrolled when his/her name has been written into the appropriate class list and the required fees have been paid. These fees include the \$150 registration fee due at time of registration. \$150 registration fee must be paid within 36 hours to hold your spot for the school year and is non-refundable.

Please note that diapering facilities will be available for our Older Infant through Twos classrooms. **Independent toileting is required for the Threes and Pre-K classrooms.** Pullups can be worn in the Three-Year-Old classes at the beginning of the school year to encourage independent toileting, no diapers. If you have concerns about this matter, or if your child has a medical exception, please notify the Director.

First Temple Kids' Day Out makes an effort to accommodate all children, but our program reserves the right not to accept a child whose needs require individual attention that cannot be provided for by available staff. The program reserves the right to refuse care of a child if the parent's account is delinquent, and the parent has failed to pay the outstanding charges.

## Registration Policy Information

Registration is open in February for the following fall (September). The school year is from September through May.

When a class is filled, a waiting pool will be established. If a spot opens up in a class, a family from the waiting pool will be contacted to proceed with enrollment. They will be given 36 hours to accept or decline the spot.

The annual registration fee of \$150 and supply fee of \$75 is NON-REFUNDABLE.

## Tuition And Fees

The Kids' Day Out program is a ministry of First Baptist Church Temple. Our budget is set annually, and we are totally dependent on the tuition generated yearly for program operating expenses. Tuition for the 2025-2026 school year is 9 payments (September-May).

Older Infant /Toddler Class-12-23 Months old \$220 month (12 students)

Two Year Old Class \$220 Month (12 students)

Three Year Old Class \$210 month (12 students)

Pre-K Class \$210 month (15 students)

Regular tuition (September-May) is due on the 1<sup>st</sup> day of the month and will be considered late on the 10<sup>th</sup> day of each month. After the 10<sup>th</sup> day of the month, a \$10 late fee will be charged. A 5 percent discount is available for paying a year in advance (sibling discount does not apply), that amount is as follows:

Older Infant/Toddler and Two Year Old Class- \$1880 yearly

Three Year Old and Pre-K Class- \$1795 yearly

There are NO credits for illness or vacation time. You will receive a monthly tuition invoice via the Brightwheel application. Tuition payments can be paid via the Brightwheel application or in person cash or check at the main desk during school operating hours. A 10 percent monthly tuition discount is available for each additional sibling enrolled.

A Supply Fee of \$75 per child enrolled in our program will be due in September. The supply fee is non-refundable and covers educational supplies needed throughout the year.

Each January new tuition rates and fees, if applicable, will be published for the following school year.

Two weeks written notice to Director is required for withdrawal from the program. Tuition will not be prorated in the case of withdrawal of a student.

### **Drop Off and Pick Up**

If another person other than the designated person on the admission form is to pick up your child, please notify your child's teacher via Brightwheel message or handwritten note.

Designated person(s) Driver's License or state issued I.D. will need to be present to have the child released. Late charges will be assessed in the event you are late picking up your child.

Please refer to the section entitled "Hours of Operation" in this handbook for further explanation of late fees. Parents are not to leave unattended child(ren) in the vehicle. If you need assistance with this please call the office.

### **Rainy Day Drop Off and Pick Up**

Families will be notified via Brightwheel Alert of Rainy Day Drop Off and Pick Up Plan. Teachers will assist students out of vehicle under the covered portico near the Kids' Day Out Entrance and walk them to their classroom. The same applies to afternoon pick up. Parents will remain in vehicles. Please place the colored tag with students name and class in the passenger side window.

### **Saying "Goodbye" Separation**

To help achieve the goal of allowing your child to become independent, emotionally healthy and well adjusted, we recommend the following practices with children two and older:

- If possible, children should be walked in, not carried
- Present your child to the teacher upon arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be determined in that brief time and nothing should interfere with it. The teacher will help the child join into classroom activities.
- Goodbyes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.
- Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilt or disloyalty.

An informational "Meet the Teacher Night" mail-out with information will be sent mid-summer.

## **Educational Philosophy**

Our mission is to provide quality, early childhood education in a Christ centered setting that nurtures the whole child socially, spiritually, emotionally, and intellectually.

Time and space are organized to encourage exploration by each child. Freedom of choice and self-directed time are scheduled, in addition to teacher-directed time and structured activities. Children will build self-esteem and self-confidence as they explore and discover. Hands-on and learning discovery provides the conceptual background necessary for the later development of all abstract learning. Children will develop at their own pace as they learn about life and how they relate to the community and the world around them.

## **Curriculum**

Each lead teacher plans the classroom curriculum around yearly topics based upon biblical truths and cultural activities. Physical well-being, motor, social and emotional approaches to learning, language, cognitive and general knowledge are implemented each day through play, in independent play as well as large group activities. Each child is unique and develops at his/her own rate. Because "play" is a child's "work," the classroom is divided into learning or "work" centers, which provide opportunities for learning through various challenging activities.

## Enrichment Classes

Music class is offered to each age group to enhance their learning experiences. Each age group will attend that class each school day.

## Chapel

First Baptist Church Temple exists to lead those far from God to encounter Him and grow in the ways of Christ. Kids' Day Out Chapel time is held weekly for our Threes and Pre-K classes. Two classes will attend starting in January. This time of worship includes praise and worship, bible stories, memory verses from the Bible and prayer. Families are welcome to attend this special time for our preschoolers. Chapel time will be on Thursdays from 9:15-9:30am.

## Discipline

It is First Baptist Church Temple's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of preschoolers. No form of physical discipline is acceptable in the Kids' Day Out program. This includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behaviors by preschoolers. Preschoolers will be disciplined using positive guidance, time-outs and other non-physical methods of behavior management.

Children are taught to express their feelings and self-regulate in a socially acceptable manner. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home. **When dangerous or disruptive behavior persists (i.e. causing harm to themselves and/or others, biting, hitting, kicking, forceful aggression) the parent will be notified by a phone call from the Director, and the child will be sent home for the day.**

Discipline problems which have reached a level to warrant a visit with the Director will result in an incident report given to the parent(s) and a phone call home each time the child is brought to the Director so that the parent(s) are aware of the situation at hand. The incident report must be signed and dated by all parties involved, i.e. teacher(s), parent(s), and Director. In the event that serious behavior problems cannot be resolved, the student will be dismissed from the Kids' Day Out program.

## Daily Schedule

Each classroom has a daily schedule. The schedule has been designed to alternate between large group and small group time, active and quiet activities and to allow for sufficient time for centers and outdoor play. Parents will be notified of any changes to this schedule.

## **Naptime**

If you have a child ages, Older Infant/Toddler through Young Threes Classes, they will have a scheduled naptime planned into their daily schedule. The Young Threes Class may transition to a quiet time based upon the developmental needs of the children in that class.

## **Toilet Training**

Parents of Older Infant/Toddler through Two-Year-Old students will be consulted on each child's progress in the toilet training process. Verbal cues from the teachers will be given to assist and aid in the toilet training process. "Accidents" will be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra changes of clothing will need to be sent in the child's backpack for such occurrences.

## **School Pictures/Snapshots**

Photos of classroom activities and events will be sent weekly by your child's teacher via Brightwheel application. If you do not want your child's photograph to be used for First Baptist Temple and/or Kids' Day Out social media pages you must fill out the photograph denial form. This form will then be placed in your child's Brightwheel file and shared with teacher(s) and administrative staff.

## **Child Release Regulations**

Staff members and teachers can only release a child to other adults who have been authorized in writing to pick up your child. Authorized persons are identified on the admissions form on the authorized pick-up section. Each Child must be checked in and out every day by the child's teacher via Brightwheel attendance record.

Children should be picked up promptly at 2:00pm. Late pick up is discouraged. A late fee will be assessed at 2:10pm. We charge \$5.00 for the first 10 minutes and \$1.00 for every minute after 2:20pm.

## **Safety Precautions**

Never leave a child unattended in your car. Please do not allow your child to walk into the building alone. We ask that you walk your child to the door of his/her classroom. This is for the safety and well-being of your child/children.

## **Firearms and Weapons**

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on church property during school hours for any reason unless they are police officers, required to carry these weapons as part of their uniform/job and disclose this information to the Director and the classroom teachers.

## **Preventing And Responding to Abuse**

First Baptist Church Temple has a ZERO tolerance for abuse in ministry activities and programs. We are committed to providing a safe, secure environment for preschoolers and their families. Texas Law requires that any person having cause to believe a child's physical or mental health or welfare has been adversely affected by abuse or neglect is a mandatory reporter. Any suspicious or inappropriate abusive behaviors against a child will be reported to local law enforcements agencies and Child Protective Services.

## **Field Trips**

We do not take any off-campus class field trips. Occasionally special guests are brought in to enhance our curriculum from time to time.

## **Clothing**

As you plan your child's wardrobe, consider the variety of activities your child participates in on a typical day. Children should be dressed in comfortable play clothes while attending school. We will use a variety of messy media like food coloring, paint, shaving cream etc. We suggest comfortable washable clothes that are free from complicated fasteners. Be sure your child has adequate clothing for outdoor play. A light jacket is often required for outdoor play and should be labeled with his/her name. A heavy coat, gloves and hat are needed for winter months and all should be labeled. Closed toe shoes, preferably socks and tennis shoes are best for preschool.

## **Illness And Health Precautions**

Please be sure your child is well before bringing him/her to school. Your child's health is a matter of importance to us. This includes excluding children from attendance who come to school sick or isolating children who become ill at school. It is the teacher's responsibility to question the parent at drop off if the child appears to be sick, and it is also the teacher's responsibility to ask a parent to take a child back home if the child is deemed not well to be at school. The school does not employ a school nurse; therefore, any first aid administered or medication given will be done by the child's teacher or the office personnel. Please see specific requirements for administering medication in the section entitled "Medication To Be Administered At School," located in this handbook.

Please keep your child home if he/she has any one or more of the following symptoms:

- A fever OR has had a fever in the previous 24 hours-see policy stated below
- Diarrhea (two episodes of loose, watery stool) OR has had diarrhea during the previous 24 hours-see policy stated below
- Has vomited in the last 24 hours-see policy stated below
- Is taking the first dose of an antibiotic-see policy stated below
- Onset of a cold- see policy stated below
- Heavy nasal discharge- see policy stated below

- Fussy, cranky and generally not himself/herself- see policy stated below
- Exhibits unexplained rash-see policy stated below
- Head lice- see policy stated below
- Covid-19 symptoms- see policy stated below

### **Medication to be Administered at School**

Medication may NOT be given to a child by any teacher or staff member. The only exceptions to this policy are lifesaving medications after a parent has filled out a medical consent form and left the medication with the Program Director, Assistant Director or Preschool Minister.

### **Emergencies**

In the case of accidental injury or severe illness, we will first contact the child's parents, then, if need be, the designated emergency persons. If necessary, the school will arrange for emergency medical care and/or emergency transportation. It is the parent's responsibility to keep school records in Brightwheel updated with current telephone numbers and emergency information.

### **Allergies**

For the safety of your child, parents of children with severe allergies are required to provide a signed copy of an "FARE Allergy Special Care Plan," detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This plan must be updated annually, or more frequently, as needed. In addition to this form parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. If there is a change in allergic sensitivity (it is determined by physician that the child is no longer allergic to something), this information must be communicated in writing on letterhead from physician. Parents are discouraged from making these determinations on their own for the health and well-being of their child. Any medication required to treat an allergic reaction must be provided.

### **School Policy with Regards to Specific Symptoms**

- Diarrhea: Parents will be notified when the first episode of watery bowel movement occurs. Parents will be informed and if a second watery bowel movement occurs during the school day, parents must pick up the child. Parents will be asked to pick up a child immediately if abdominal pain, fever, or vomiting accompanies the first or second occurrence of diarrhea. He/She must remain at home for 24 hours, free from diarrhea symptoms.
- Vomiting: If vomiting occurs within the previous 24 hours, the child will be excluded from the program. If vomiting occurs during the school day, parents will be called and asked to pick up child immediately. Gagging due to excessive crying does not constitute vomiting.
- Eye/Nose Drainage: If thick mucous or pus is draining from the eye or nose, a child is prevented from attending school. Green or yellow mucous may indicate an infection or

allergy. If the doctor indicates that mucous is due to an allergy and is not contagious, a note from the doctor must be brought to school in order for the child to attend school.

- Sore Throat: If the child complains of a sore throat and is accompanied by a fever, the child is prevented from attending school.
- Fever: If the child has a temperature of 100.4 degrees or higher, the child is prevented from attending school and may not return until he/she is fever free without fever reducing medication for 24 hours.
- Skin Rashes: if the child has undiagnosed skin rashes or sores, the child is prevented from attending school. If the child has persistent itching of the skin or scalp, the child is prevented from attending school.
- Appearance/Behavior Changes: If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation.
- Lice: If a child contracts lice, treat as physician recommends, and child must remain nit free before returning to school.

### **Accidents/Injury**

The teacher will treat the injury and send home an incident report if the injury is minor. In the case of a more severe injury, the appropriate first aid measure will be taken immediately to care for the child, the parents will be notified, and if necessary, parents will be asked to pick up the child for further medical treatment. Emergencies will result in a call to 911. It is very important that all telephone numbers and emergency information in Brightwheel be kept current so that parents can be reached at all times. Please be sure cell phones are turned on and accessible while your child is attending school.

### **Handwashing**

The most important thing teachers and children can do to prevent the spread of illness in a classroom is to wash hands thoroughly and often. Handwashing is encouraged at home prior to coming to school and will occur throughout the school day. At home encouragement to wash hands before and after meals, after using the restroom and after outdoor play is encouraged to help the ease of cooperation of children when asked to wash their hands during the school day.

### **Safety**

The safety of the children in the Kids' Day Out program is of the utmost importance. Procedures are in place for fire safety, severe weather, intruders, injury to a child, release of children, playground safety and national alerts.

- Fire Safety: Fire drills are conducted and all classes participate. Every room in the preschool area of First Baptist Church Temple displays the emergency procedures regarding fire and notes the primary and secondary evacuation routes. First Baptist Church Temple building is equipped with a fire/smoke alarm system that is monitored by a firm that notifies the City of Temple Fire Department when a fire is eminent. There are fire extinguishers strategically placed around the building, and teachers are trained in

how to operate them. The Kids' Day Out program complies with all requirements regarding installation of smoke detectors, extinguishers and alarms.

- Severe Weather: Teachers are trained in what to do in case of a tornado or high winds. Our policy is the children will be gathered in a designated room(s) away from windows or exterior doors until the danger has passed. In the case of a school closure due to weather emergency, the school follows the directive of Belton ISD. If Belton ISD schools are closed due to flooding, snow, ice, or any emergency, our school is closed as well. In case of thunderstorms, teachers are to bring children inside and may not return outside until 30 minutes from the last sound of thunder or flash of lightning.
- Weather/Temperature: If the temperature is over 100 degrees the children will utilize the indoor playground or gymnasium facility for recess. If the temperature is below 40 degrees the children will utilize the indoor playground or gymnasium facility. Children will dress for cold weather with items brought from home to play outdoors on the outdoor playground in the colder months.
- Intruders/Active Shooters: In the event that a person enters the building with intent to do harm to children or teachers, staff will follow established procedures for protection of children. The Program's Director, Assistant Director and Administrative Assistant have the right to ask any person to leave the premises, and they will call local authorities and alert church personnel if necessary.
- Injury to a Child: In the case that a child has an injury that requires medical treatment parents will be notified and asked to pick up the child immediately. If parents cannot be reached, those listed on the admission form will be called to pick up the child. If an injury requires immediate treatment by a doctor, 911 will be called. The teacher will treat minor injuries and an incident report will be filled out and signed by Parent, Teacher and Supervisor. First Aid Kits are kept on premises and readily available.
- Release of Children: All persons who are authorized to pick up and listed on the admissions form will be permitted to pick up a child. An electronic copy of these persons is kept on file. A child will not be released to an individual not listed as an authorized pick-up person; with exception of a parent notification via Brightwheel message or a handwritten note from a parent. All persons subject to State Issued photo identification in order for release of a child.
- Playground Safety: Our indoor and outdoor playgrounds are inspected on a regular basis, when needed, repairs and changes are made. Children are taught the safety rules, which include walking up steps, taking turns, and climbing safely on the equipment. It is important that children wear appropriate footwear while playing on the outdoor playground. The indoor playground requires shoes in cubby holes and socks on each child's feet. If you feel your child will need sunscreen or bug spray for outdoor playground time, please apply this prior to the start of school.
- National Alerts: If local authorities declare a "Shelter-in-Place" alert, the teachers and children will shelter-in-place until the alert has passed. Do not come to the building during a shelter-in-place emergency, rather, seek shelter for yourself and rest assured that your child is well cared for and safe at school. Children remain in the designated

safe rooms until the danger has passed and civil defense has notified the community that it is safe to be outdoors.

## **Pest Control**

Pest Control is used to provide a safe, pest-free learning environment. Pesticide applications are part of our pest management program and are done on non-school days by trained and licensed technicians.

## **Parent Involvement**

Parents are always welcome visitors at First Baptist Temple Kids' Day Out. Various special events are held at the school and parents are encouraged to attend. Some of these events are Book Fair, Grandparents Day, Thanksgiving Feast, Donuts with Dad, and Muffins with Mom. Parent volunteers also help plan class parties and assist the classroom teachers if needed. Each child will carry a backpack to and from school to help carry items needed for school that day i.e. lunchbox, change of clothes, jacket, blanket, etc. Please label all items sent to school to avoid confusion.

## **Communication**

We will send home a monthly school newsletter in backpack mail. We also will send home reminder notes about upcoming events, items needed for any special activities in the classroom and other important reminders. Please check your child's backpack at the end of each school day to keep up to date on important things. We will also send communications via the Brightwheel application. Please make sure the application is downloaded and notifications are enabled so you can receive important class reminders and updates from your child's teacher and administration team. We may also communicate via email or phone call. We value communication and realize the importance of relationship. If you need to speak with us at any time, do not hesitate to do so, scheduled or unscheduled.

## **Snacks**

Snacks are provided for each class at their scheduled snack time. Pretzels, Goldfish Crackers, Cheese-It Crackers, or Animal Crackers will be provided. Water in small cups will also be served at classroom snack time.

## **Lunches**

Children bring their own lunches from home on school days. Some suggestions for a healthy lunch include a sandwich, crackers and cheese, soup in a thermos, raw vegetables and dip, fresh fruits and juices, yogurt and milk. No child will have lunch withheld for any reason. Likewise, teachers will always ask the children to at least try their lunch, even if they say they do not want to eat. Teachers sit and eat alongside children, snack and/or lunch in their classrooms. Children are never forced to eat what they do not want to eat. Unopened items will be returned in lunch kits; however, partially eaten or messy items will be thrown away. Children are not allowed from sharing with one another.

We are unable to do any food preparation. If food should be served warm, please send in a thermal container that will keep food at desired temperature. Please enclose a cold pack if it requires refrigeration. Water will be offered at snack and lunch time. Please do not include sugary or carbonated beverages.

### **Classroom Parties**

The students have several planned parties throughout the school year that typically require parental involvement. The classroom teacher will provide a sign-up sheet and party guidelines. Parents will be asked to provide party refreshments, decorations, games, crafts, and/or other activities. It is important that the parties are planned for enrolled students in that class and siblings are welcome to attend but it would not be appropriate for siblings to participate in consuming class treats that other parents have prepared for those specific students. Here is a list of the celebrations through the year: November-Thanksgiving Feast, December-Christmas Party, February-Valentine's Day Party, April-Easter Egg Hunt. Students are welcome to bring treats to share with classmates to celebrate their birthday. Classroom teachers will need to be notified in advance to prepare for any classroom allergies. Please send SMALL treat items such as donut holes, miniature cupcakes, goodie bags etc.

### **Parent/Teacher Conferences**

Close communication between parents and teachers is essential. At Kids' Day Out, we believe that teachers and parents are partners in education. All students will be assessed starting in March and those assessments will be sent home. We will be offering parent/teacher conferences for our Pre-K students during the month of April. Teachers will share information with parents throughout the school year as needed.

### **Visitors**

Visitors are encouraged to make an appointment and check-in at the main desk in the preschool lobby. Visitors are allowed in the preschool facility at the discretion of the Director and must be accompanied by a staff member while in the preschool. If a visitor stops in without an appointment a staff member must be available to accompany them. If there is no available staff, an appointment will have to be scheduled and the visitor may return at another time. Regular parent volunteers must clear a background check before working in the classroom or workroom. Volunteers will not be left alone with the children; a staff member will always be present.

### **Staff**

Caring, nurturing, degreed or otherwise exceptionally well-qualified teachers are on our Kids' Day Out Staff team. We are fortunate to have experienced teachers who have a genuine commitment to teaching young children. Our staff builds relationship with the children and is appropriately affectionate and nurturing. We do HUG our children! All of the staff participate in early childhood training annually.

## **Additional Services Provided by First Baptist Church Temple**

First Baptist Church Temple exists to lead those far from God to encounter Him and grow in the ways of Christ. We invite you to join us for weekend services in-person or online. Please visit [firsttemple.org/new](http://firsttemple.org/new) for current service times and available preschool, children, and youth ministry resources. If you are new and/or need help, we would love to help you get connected, please visit [firsttemple.org](http://firsttemple.org) and fill out the connect card on the home page. A member of our church staff will reach out to you to help you get connected! If you'd like information directly, please do not hesitate to reach out to the Program Director or Preschool Minister.

## **Handbook Amendments**

If at any time in the school year an amendment is made to this handbook you will be notified of the changes and a copy will be available for you at the main desk in the preschool lobby. You will be asked to sign off on receiving the amendments if amendments are made.

## **Photographs/Video Taping**

I understand the Kids' Day Out Program utilizes the Brightwheel application and that photos and/or videos of classroom activities will be shared via the closed application with specific classroom parent(s) or guardian(s). I understand that as a participant in the Kids' Day Out program at First Baptist Church Temple, my child may be photographed, and these photos/videos may be used in promotional materials for First Baptist Church Temple. I understand that personal information, such as child's full name, parents' names, address and telephone number will never be published with my child's image.

\_\_\_\_\_(initial) I understand that photos/videos will be taken of my child during class activities and shared through the closed application Brightwheel with classroom parents.

\_\_\_\_\_(initial) I approve the use of my child's photo for promotional purposes.

\_\_\_\_\_(initial) I DO NOT approve the use of my child's photo for promotional purposes.

## **Parent Handbook Acknowledgement**

I HAVE READ THE FOLLOWING POLICIES OF THE PARENT HANDBOOK AND I UNDERSTAND THAT I MUST FOLLOW ALL ASPECTS OF THIS MANUAL.

Please initial that you have read the following policies:

— Hours of Operation

— Enrollment Requirements

- Registration Policy
- Parent/Teacher Conferences
- Educational, Philosophy and Curriculum
- Medical Requirements
- Illness Policy
- Medication
- Emergencies
- Pick Up Procedures

- Accidents
- Communication
- Snacks/Lunches
- Discipline Policy
- Tuition and Fees
- Photograph Policy
- Emergency Evacuation Procedures

### Account Agreement

Name of Child:

Driver's License:

Home Phone:

State:

Work Number:

I undersigned agrees and understands that the educational services rendered by the Kids' Day Out Program at First Baptist Church Temple are subject on the following conditions:

1. Tuition is due and payable in full on the 1<sup>st</sup> of the month.
2. Tuition not paid by the 10<sup>th</sup> of the month will result in a \$10.00 late fee.
3. The customer (parent/guardian) agrees to pay, in the event the account is turned over to an agency or attorney for collection, reasonable attorney fees, plus all attendant collection costs, or court costs.

### Agreed and Understood:

I, \_\_\_\_\_, the Parent/Guardian of \_\_\_\_\_ understand and agree to the POLICIES AND PROCEDURES of the Kids' Day Out Program at First Baptist Church Temple.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised August 2025