



FBC K.I.D.S. STUDENT HANDBOOK AND CRISIS PROCEDURES

TRADITIONAL SCHOOL YEAR

2020 - 2021



***Subject to change based
on Covid-19 Status***

July 2020

Address Changes

Please notify the school office when you have any changes of address, email or telephone number at home, work or cell. Emergency contact numbers are required for every student. Please help us by keeping them updated. This is the parent's responsibility.

Animals

Please do not bring in any animals into our building. This includes new puppies or kittens. If animals are going to be at school, you will be notified in writing. Any animal will have a current vaccination /statement of health from a veterinarian. Children will not have any contact with: chickens, ducks and reptiles, such as snakes, turtles, lizards, iguanas or amphibians such as frogs and toads or exotic animals like monkeys.

Allergies

FBC KIDS recognize that some children have allergies - food and/or environmental. If your child has allergies, we ask each family to have their doctor fill out a Plan of Action which will be posted in the classroom so that all teachers and substitutes will have access to information that might be needed in case of any emergency situation. If emergency medicine is needed to be kept at school, it should have the following:

1. A current prescription with child's name on medicine or box – we do need the original box that the medicine comes in
2. A FARE Plan of Action from your child's doctor with doctor's signature

We will not accept medicine which does not meet the above criteria. Enrollment will be at the discretion of the school dependent on the allergy and if a student will be in a safe environment while in our care. Please be aware that there is a pecan tree on the West playground which bears nuts. This is where all 3, 4 & 5 year old classes play outside.

Medicine SHOULD NEVER be in a backpack or lunch box!

Attendance

Our day starts at 9:15 a.m. and ends at 2:15 p.m. We have found that children are more adjusted when they are on time and attend for a complete day. Regular daily attendance helps foster your child's adjustment and he/she will learn more through the consistency of our activities. If a child misses a portion of our day, a teacher will not repeat that portion that was missed. This relates to crafts, group times, learning opportunities, etc. If you find it necessary for your child to be absent, miss a portion of the day or leave early, please notify the KIDS Office at 817-431-4749 or let your teacher know when you drop off your child.

Birthdays/Invitations

Birthdays are very *special* and we love to celebrate them. Please work with your child's teachers to schedule the date that you can bring treats for your child's birthday. Please select nutritious snacks and/or non-food items such as a treat bag filled with stickers, or small toys, etc. to share with classmates as they leave for the day and go home. NO BALLOONS should be brought as they pose a choking hazard!

Please be considerate of other children. Do not pass out party invitations at school unless ALL children in the class are invited.

Breast Feeding

FBC K.I.D.S. has a comfortable area that accommodates breastfeeding mothers. Mothers have the right to breast feed or provide breast milk for their child while in our care.

Calendar

We use the Keller Independent School District calendar as a guide for regular school days and holidays. A copy can be found at www.kellerisd.net or in the KIDS office and a list of holidays will be provided at "Meet Your Teachers" in August. Typically, we start a week after KISD and release for the summer before KISD does.

Child Abuse/Neglect – Prevention and Response

It is everyone's responsibility to report any type of child abuse to the proper authorities. To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse:

Physical abuse

Physical abuse includes actions such as beating, burning, or punching a child.

Emotional abuse

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

Sexual abuse

Sexual abuse includes rape, touching or fondling, or involving a child in pornography.

Neglect

Neglect includes failure to provide for a child's basic physical, medical, emotional, or educational needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

If a parent or staff member feels that they need to file a report regarding child abuse or neglect in Texas, you have two ways to report child abuse or neglect:

1. 1-800-252-5400
2. www.txabusehotline.org

The situation will be investigated and the reporter is immune from any liability. The identity is kept confidential. For life threatening or emergency situations, call your local law enforcement agency or 911 immediately, and then make a report to Department of Family and Protective Services (DFPS).

All KIDS staff are trained annually in the areas of abuse, neglect and prevention. All staff are required by law to file a report should the staff member have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect or is a victim of indecency with a child by any person.

Class Composition

Class placement is determined by your child's age, as of September 1. Children are grouped with others according to birth date and boy/girl ratios and remain in the same class for the entire school year. Teacher/student ratio for our classes:

18-24 months	2 teachers to 8 students
2 year olds	2 teachers to 10 students
3 year olds	2 teachers to 14 students
4 year olds	2 teachers to 16 students
5 year olds	2 teachers to 16 students

Clothing

Dress your child for learning. Washable clothing and tennis shoes are the most practical. Do not discourage your child by saying, "don't get dirty", because we will be sitting on the floor, playing outside in the wood chips, painting and having all sorts of "messy" fun. If girls wear dresses, please wear a pair of shorts underneath. We discourage boots and

flip flops to prevent accidents on climbing equipment and to allow maximum participation in gross motor activities.

Please label outerwear with your child's name.

A complete extra set of clothes is required for each child. Please include a top, bottom, underwear and socks. We will store them at school in a labeled bag, which the school provides either at "Meet Your Teacher" or at the time that you register, as we never know when your child may need them due to sickness, toilet accidents or fun classroom experiments. They will need to be changed according to the seasons and will be returned before school is out for the summer.

All children are required to wear underwear underneath their clothes. If your child has an accident in cloth underwear - wet underwear will be sent home in a bag and soiled/dirty underwear will be thrown away. Parents will be notified of the accident.

Communication

Our monthly calendar will keep you informed of curriculum and special plans. This is available the first of each month and will be sent home in your child's folder (see below).

Daily folders:

Each child has a folder which is provided by the school and it will be sent home daily. A new folder will be provided each semester as needed. This folder is an important communication tool between the parent and teacher. PLEASE BRING YOUR CHILD'S FOLDER EVERY TIME YOUR CHILD COMES TO SCHOOL AND REMOVE WORK AND NOTES. It is not a file cabinet. Curriculum and special event notes will be sent home from the office or teachers as needed. KIDS will replace the folder one time per semester if the folder is lost. If the replacement folder is lost, KIDS will not replace it. Parents may send a new folder or papers will be stapled together to be sent home.

We also utilize other tools:

1. Online at the KIDS website - www.fbckellerkids.org
2. Online at Facebook - FBC Keller K.I.D.S.

Conferences

The director is available to discuss and review with parents the policies and procedures at our school if any questions or concerns arise.

Parent/teacher conferences may be scheduled upon request with your child's teacher and/or the director. We believe that open communication between parents and teachers is essential to the success of our school. Please notify us if we can be of assistance.

Covid-19

See appendix at back of the handbook

Crisis Procedures - Emergency

See appendix at back of the handbook

Curriculum

Our main curriculum is based on the Wee Learn Curriculum Guide which is published by Lifeway. This excellent guide is designed for church weekday early education programs. It meets the intellectual, social, emotional, physical and spiritual needs of a child. Copies of The Wee Learn Curriculum are available in the Weekday office for parental viewing.

The curriculum covers a wide variety of interests. These include Bible stories and their application to daily life, Music, Art, Science, Physical Development, Pre-Reading/Language Arts and Pre-Math. Zaner-Bloser Manuscript handwriting, which is what Keller ISD has adopted, will be introduced in our classes when appropriate. Each classroom has a defined daily schedule which include all of the subjects above, plus instruction in music, Spanish - for 2, 3, 4 and 5 year olds, and playing inside or out depending on the weather. Our Bible curriculum includes Bible stories, verses, and concepts appropriate for the various ages. It also includes instruction of Christian values, prayer and worship, based on the developmental abilities and needs of young children.

Discipline and Guidance

First Baptist K.I.D.S. stresses a positive classroom atmosphere that: (a) provides rules, (b) gives praise to positive behaviors, and (c) maintains high expectations for each child.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding and
3. Directed toward teaching the child acceptable behavior and self-control.

A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive or profane language;
8. Placing a child in a locked or dark room, bathroom or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

Emergency Procedures

In case of an accident, the Director or Acting Director will be responsible for making sure the appropriate emergency procedures are being followed. Depending on the severity of the injury, the following steps will include, but are not limited to, the following:

1. Attempt to contact parent(s) or guardian, either directly or through any of the people listed on the enrollment form. *It is the parent's responsibility that the KIDS office has the most current and up to date information.*
2. Attempt to contact the child's physician.
3. If we are unable to contact a parent, guardian, or the physician, we will take any of the following steps deemed necessary by the Director or Acting Director:

- (a) call 911
- (b) call another physician
- 4. Any expenses incurred in #3 will be the responsibility of the child's family.
- 5. Notify the Department of Protective and Regulatory Services if a child requires treatment by health personnel.

Enrollment Forms

Online:

- 1. An Admission Form will be emailed to each family during the summer before each upcoming school year

Paper:

- 1. Current Immunization Record/Exemption Certificate-with doctor's stamp or signature
- 2. Health Statement

Returning Students – signed by parent and doctor with current date

Records are important - Help us be prepared! These forms are also necessary for your child's enrollment and help reach you in case of an emergency. Please gather information requested in a timely manner. *We are audited by the state of Texas sometime during the year and if your child's records are not complete/current at the time of the audit, the state could suspend your child from our school.*

If you would like to enroll with traditional paper forms, please request them in the KIDS office.

Essential Oils

Essential oils may be applied at home – please use sparingly and cover with socks if at all possible. Please be aware that others – teachers and students – might have allergies to the particular essences that you use on your child.

Field Trips

K.I.D.S. does not take off site field trips of any kind.

Financial Arrangements

K.I.D.S. has three programs that occur weekly. Children attend either 2, 3 or 4 days a week depending on their age. There is an annual *non-refundable* registration/supply fee is due at the time of enrollment. These fees are listed below:

2 days a week	\$180.00
3 days a week	\$215.00
4 days a week	\$265.00

Tuition is payable in 9 monthly installments. The amount for each program is listed below:

2 days a week	18 – 24 months - 4 years	9 months	\$265.00
3 days a week	3 years - 4 years	9 months	\$330.00
4 days a week	4 - 5 years	9 months	\$390.00

There is no deduction in tuition for absences. If your child is going to be absent a full month, full tuition is required to retain your child's place. Fees will remain the same regardless of the length of the month. Each program has its own tuition rate, which is based on actual school days.

Tuition is calculated by actual days of school and divided by 9 months for a monthly rate. The first installment of tuition is paid at registration and subsequent tuition is paid monthly. Therefore, holiday dates are not figured into your child's tuition and you do not pay for these dates. Tuition for the first month is due at registration and thereafter on the 1st day of your child's attendance each month. It can be paid with cash, check, online or ACH/e-invoice.

Cash: Please bring to the office.

Check: Please use *blue or black ink*. If paying by check, please make checks payable to First Baptist Church (FBC) with your child's name written on the memo line. Payment envelopes are provided for each family who requests them. These may be brought to school or mailed.

Online: If you decide to have your tuition sent to us from your bank online, please use the following: FBC KIDS, P.O. Box 2020, Keller, TX, 76244. You need to denote your child's name on the check.

ACH/e-invoice: An invoice will be sent to you monthly. There is a convenience fee of \$5.00 per transaction.

Parental Withdrawal Notification: We require 2 weeks written notice and payment of days that your child was enrolled even if they were not in attendance.

Fire/Tornado/Lock Down Drills

Fire drills will be practiced monthly. Tornado and lock down drills will be practiced 4 times per year.

Firearms

Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence.

Minimum Standards for Child-Care Centers Texas Health and Human Services

Gang Free Zone

Under the Texas Penal Code, any area with 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Gum

Please do not send your child to school with gum. If your child is chewing gum, please have them dispose of it before entering the classroom.

Hearing and Vision Screening

A hearing and vision screening is required by the state of Texas for all 4 and 5 year olds enrolled in a state licensed facility. Three year olds are recommended to have a hearing and vision screening. Consult your child's pediatrician for testing. Please bring a copy of the results from your doctor to the KIDS office. It should include a doctor's stamp/signature and a current date. If your child will not participate, please have the doctor document this also. Forms may be found online at fbckellerkids.org.

Health and Illness – please see Covid protocols

Children who within the previous 24 hour period or the morning of a school day who show signs of illness, such as:

Temperature - 99.4° or above, Acute Cold

Heavy Nasal or Eye Discharge, Constant Cough

Diarrhea/Vomiting – must not have occurred for 24 hours before coming to school

Unexplained rash

WILL NOT be accepted in the classroom. A parent will be asked to come and get a child should the symptoms of illness occur during the day or if children let us know that they have been sick within the last 24 hours. Parents are required to notify the Director whenever a child has been exposed to a contagious disease i.e. measles, chickenpox, strep throat, etc.

Children should be fever free for 24 hours before coming back to school.

TEACHERS DO NOT ADMINISTER MEDICATION. (see exceptions below) DO NOT SEND MEDICATION WITH YOUR CHILD TO SCHOOL i.e. lunchboxes, pockets, etc. If a child needs medication, please keep them at home! Life threatening allergies such as milk, fire ants, peanut butter, etc. that have been diagnosed by a doctor will be handled on a case by case basis. A FARE plan is required from your doctor. The office may elect to store doctor prescribed inhalers, Epi-pens and/or medicine with a current expiration date. Only medicine with a current prescription will be administered as the doctor has prescribed and the pharmacy has written in an emergency situation. 911 will be called as needed.

Inclement Weather

K.I.D.S. will not be in session during inclement weather. Please refer to the Keller Independent School District for closings/early dismissals. Closures will be posted to our website - www.fbckeller.org or Facebook page. You may also tune to KLTU Radio 94.9 FM and television KXAS 5 for information concerning school closings.

School days missed for bad weather WILL NOT be rescheduled.

Lost and Found

We have a lost and found area in the KIDS office which should be checked periodically. Please let us know if your child has lost an item and we'll be on the lookout for it.

Lunch

Children need to bring a lunch and drink each day in labeled containers. Please make this a nutritious lunch that is easy for your child. Please send a spoon or fork if needed. If sending fruit please peel, section, or cut in small pieces if an apple, carrots or hot dogs to avoid choking. **Water is preferable as the drink.** Do not send red drinks, soft drinks or candy. We do not microwave/refrigerate lunches.

Medicine

Life threatening allergies such as milk, peanut butter, etc. that have been diagnosed by a doctor will be handled on a case by case basis. A separate authorization form must be completed for these conditions. See ALLERGIES. **Medicine CAN NOT be in a backpack or lunch box at any time!**

Morning Procedure

Our school doors open promptly at 9:00 a.m. If you arrive before 9:15 a.m., we ask that you remain in the hall until the teacher is in the room and ready for children to start the day. Do not leave your child unattended until a teacher can be with your child in the classroom. The teachers use the time before 9:15 a.m. to prepare their classrooms for the day and attend morning staff/prayer meetings. Also, located by each classroom is a Daily Sign In and Out Sheet. This form must be signed each day. We ask for an emergency number and the name of the person picking up your child that day. If you will be out running errands, please indicate the phone number of someone who can be reached. **Please turn on cell phones if you leave that number and have a way for the school to leave a message if needed. Please set up your phone's voice mail and make sure that it's not full!**

Open Door Policy

At First Baptist K.I.D.S., we want you, the parents to feel welcome to check on your child anytime during the day. Security codes are set so that you always have access to our facility on the days that your child is at school. Please check in with the office first for security reasons.

Parental Notifications

We can utilize one or all of the following means for parental notifications: regular paper notes and calendars, postings

on our website: www.fbckellerkids.org, our Facebook page, Twitter, a texting app and/or by telephone. Parents will be notified immediately of any policy changes in writing and asked to include in this handbook.

A copy of the minimum standards and the most recent licensing inspection report is in the Weekday office and parents may view these at any time.

Parking

Please park in the South parking lot and cross Pearl Street. The drive on Lorine Street at the North end of the building will NOT be used by FBC KIDS parents as requested by the First Baptist Church of Keller. To ensure the safety of children, anytime you are dropping off and picking up children,

Do not leave a child in a motor vehicle for any length of time. Leaving a child unattended in a car is a crime that is punishable under the Texas Penal Code, Title 5, Chapter 22, Section 10: Sec. 22.10. LEAVING A CHILD IN A VEHICLE.

(a) A person commits an offense if he intentionally or knowingly leaves a child in a motor vehicle for longer than five minutes, knowing that the child is:

- (1) younger than seven years of age; and
- (2) not attended by an individual in the vehicle who is 14 years of age or older.

(b) An offense under this section is a Class C misdemeanor.

Leaving a child unattended in a car is also a form of neglectful supervision that is investigated by Child Protective Services.

What is neglectful supervision? When children are not adequately supervised, it may be considered "neglectful supervision." Neglectful supervision means "placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or substantial risk of immediate harm to the child." Neglectful supervision is also defined as "placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child."

Personal Toys and Items

Personal toys are not allowed in the classroom. If brought, parents will be asked to take them home or they will need to be left out in the hall for the day. Classes schedule Show-N-Tell throughout the year so that children may bring special items from home. These dates will be noted on the calendar. Please do not send items such as library books, etc. These items are planned for by the teachers and are provided. We will not be responsible for any toy or item brought from home.

Pizza Day

This is an optional pizza fun day which occurs once a month during September thru May. The month of May is paid for by the school as an end of the year party gift. A note will be sent home or check your monthly calendar for pizza days. The cost can be paid 2 different ways for the additional months:

	MONTHLY - September thru April
\$3.00 (cash)	Tweets, 2, 3, 4 and 5 Year Olds
	ANNUALLY - September thru April
\$24.00 (check/cash)	Tweets, 2, 3, 4 and 5 Year Olds

****Refunds will not be given for absences****

The KIDS office will have a master list of who has paid for the entire year.

Potty Training

Children must be Potty trained prior to entering our 3/4/5/K programs. We do not have the facilities or supplies required to change children in classrooms for those ages. We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently. If your child has an “accident” at school, their wet underwear will be sent home. Soiled underwear will be thrown away.

Potty trained preschool children:

1. No longer wear diapers (disposable or cloth) or disposable underwear (Pull-Ups)
2. Can tell a teacher when they need to go to the bathroom
3. Can attend to their hygiene while a teacher assists with instructions.

This protects all concerned.

If your child is not completely potty trained as described above, you may choose to:

1. Withdraw your child and place their name at the top of our waiting list
2. You may continue to pay tuition to hold your child’s spot until potty training has been completed.

Registration

Registration for the upcoming school year begins in February before the upcoming school year. Registration is open to currently enrolled families, church membership, previous families and then open enrollment for the community.

Registration continues until all spots are full and is on a first come first serve basis. The registration/supply fee + September tuition is due at the time of registration to secure a spot. Families must be up-to-date and current on their tuition account to be able to register. Registration is required each year for your child to attend our school.

Release

After school pick up will be promptly at 2:15 p.m. Most classes will be released from their classrooms. Release information will be provided by teachers for those classes being released from Music, Spanish or the gym. Please do not pick up your child from the playground. Check in at the Weekday Office and someone will go get your child for you if they are on the playground. This provides the safest environment for your child.

Every parent will be furnished a security code card which will list your family’s code. In an emergency or change in pick up people, you may call the KIDS Office at 817-431-4749 and leave the name of a person picking up your child and their driver’s license number.

This will serve as authorization for that child to be released to that person. Parents, who call in, may be asked a series of questions to assure KIDS that they are a legal guardian.

Plan your day - take into consideration traffic, train crossings and time that it takes to get back. Children who are not picked up by 2:20 will be taken to the office. They will wait in the office until someone can arrive to pick them up. IF CARPOOLING, THE PERSON PICKING UP THAT DAY WILL BE CHARGED THE LATE FEE FOR ALL CHILDREN THAT THEY ARE PICKING UP. A FEE OF \$1.00 WILL BE CHARGED PER CHILD FOR EVERY MINUTE LATE. IT CAN BE PAID THEN OR ADDED TO YOUR MONTHLY TUITION.

School Hours

First Baptist K.I.D.S. is in session on the days/program that you have registered your child for school – MW, MWF, TT, MTWTh from September thru May for one entire academic year. We provide care from 9:15 a.m. - 2:15 p.m. Our schedule follows that of the Keller Independent School District, as closely as possible, for holidays, vacations, and

inclement weather. For more information refer to "Calendar".

Security

Security doors have been added at all key areas in the preschool hallway to limit access of unauthorized people during the day. These doors will be secured, but each family will be issued 2 security cards which will allow access to the building during the time/days your child is in attendance. If circumstances change such as a marital status or custody, please let us know so we can disable your number and provide a current one to eligible parties. Parent's security numbers will work on the card readers at the following 2 doors only:

1. Enter the double doors on the South side -the one that faces 1709/Keller Parkway- and use the card reader by the double doors on the right.
2. Enter at the East side by the Toddler playground on College Street

These will be the only two entrances available to you since they have keypads.

Do not enter on the North end of the building or on the East side of the building by the 4 year old hallway - this will help us control who will be entering and exiting our building at all times. Teachers **will not** open the North door for parents.

An entry bell/camera/audio system is available at the East entrance for those who need admittance who do not have cards. Ringing the bell will notify the office that someone is seeking admittance. We can communicate with you and allow/deny entrance via the camera and audio system. If adequate ID is NOT provided, they will not be admitted.

Snacks

Children are assigned a day on the monthly calendar for providing snacks. Snacks should be as nutritious as possible. FBC KIDS is licensed by the state of Texas; and we are regulated by the Texas Health and Human Services - Minimum Standards Rules for Licensed Child-Care Centers. Standard 746.3307 answers the question:

What kind of foods must I serve for snacks?

Morning, afternoon and nighttime snacks must be nutritious and include at least one of the following, which can be included in the child's daily food needs:

- (1) One serving from the fruit or vegetable group;*
- (2) One serving from the milk group;*
- (3) One serving from the grain group; or*
- (4) One serving from the meat or meat alternative group*

If there are allergies in a classroom, the class will be notified so substitutions may be made. There will also be a variety of opportunities for children to prepare their own snacks in our curriculum. The snack list posted outside the classroom will note those days. Families with children with allergies such as gluten, peanut, etc will be asked to provide a safe snack for your child that can be kept in the classroom or in your child's backpack. This allows teachers to know that we have a snack that is safe for your child to eat.

Special Events

Each year special events for our students will be planned. We plan such activities as Meet Your Teacher, Patriotic Day, Pajama Day, Fall Fun Day, Thanksgiving Lunch, Christmas Parties, Snow Day, Valentine Parties, Spring Fun, Teddy Bear Picnic and End of the Year Parties. These are subject to change due to availability. If gifts/treat bags are brought for the class, they will need to be approved by the office before they are distributed.

Our two year old children will have an end of the year observation Music and Spanish class to showcase what they do in each of these classes for parents. Four and five year olds will have a program for Christmas, while three, four and five year old children will participate in May graduation/programs, which are age-appropriate.

Staff

The director is a born-again Christian and a member of FBC- Keller. Our staff members are all members of like faith. All staff participates in a continuous program of in-service education and studies for professional advancement. Our facility is fully licensed by the State of Texas. This license is displayed on the wall inside the KIDS office for viewing.

Senate Bill 64 stipulates that staff have a policy concerning vaccine-preventable diseases. FBC KIDS staff is made aware of vaccinations that they may receive as adults such as flu vaccines, etc. thru the CDC. Staff is not required to get these at this time. If there is a level of risk to students, this policy will be revisited as needed. All teachers are screened for TB every 2 years when they renew their CPR training. We are all different individuals who bring our special talents to work. As parents, you want the BEST for your child(ren). Rest assured that we want the BEST for your child(ren), also. If you have questions, please ask the teachers. We love to visit with you!

As with all of us, change happens. First Baptist K.I.D.S. strives to retain teachers but due to life changes, we cannot guarantee that teachers will continue to teach with us from year to year or be in the same class or age.

Supplies

Your registration/supply fee and tuition cover the cost of educational supplies and materials that we use daily. Every day there are certain things all children should bring to school.

1. Child's school folder
It is very important that you bring your child's folder daily! This is the way that we communicate effectively with you, the parent, about your child.
2. Lunch in a labeled lunch box or container
3. Mat/blanket for rest time (18 Months – 2 Years only)
4. Age appropriate refillable water bottle

Please make sure all items are labeled with your child's name.

Transportation

FBC K.I.D.S. does not transport children.

Video Taping

We are not responsible for the distribution of still photographs or live videos which may be put on the internet by individuals using their personal Facebook site, You Tube, or other online sites. FBC KIDS takes your family's privacy seriously. We will always seek written permission before we post any child's picture with their face showing online on any FBC KIDS or FBC Keller website. We do post pictures of children with their face hidden showing their participation in daily classroom activities.

Water Activities

In the event sprinklers are used, parents will be notified in advance. Sunscreen will be required and will need to be applied at home by parents. Water tables may be used in classrooms. Consent has been given on the admission form. If you do not want your child to use a water table, please let us know in the KIDS office.

Water Bottles

Please provide a water bottle labeled with your child's name daily. In an effort to reduce childhood obesity, the state of Texas is requiring that "water be available for all children at snack, mealtime and after active play in a safe and sanitary

manner. Beverages with sugar may only be served for special occasions such as a holiday or birthday celebration."

Minimum Standards for Child-Care Centers Texas Health and Human Services

Withdrawal

School Withdrawal:

The **school** reserves the right to request withdrawal of a child in the following instances:

- payment is more than 1 month delinquent
- inability of a child/parent to adjust to our program which could include toilet training for 3, 4 and 5 year olds
- incomplete records on file
- continual disruptive behavior and endangering others or self
- the school's ability to provide a safe environment such as a child's allergies or other behavior situations

Parental Withdrawal Notification: We require 2 weeks written notice and payment of days that your child was enrolled even if they were not in attendance.

Important Numbers:

Local Licensing Office: 1501 Circle Dr., Suite 310 Fort Worth, TX 76119 (800) 582-8286 (817) 321-8604

PRS child abuse hotline: 1-800-252-5400

Childcare Licensing Website: <https://hhs.texas.gov> formerly www.dfps.state.tx.us

Minimum standards may be viewed onsite or at the above websites.

Poison Control Center 1-800-764-7661

Cathy Davison FBC KIDS Director
817-431-4749 work cdavison@fbckeller.org

FBC KIDS Crisis Procedures: Checklist Appendix

Fire Alarm/Drill Procedure

(Fire alarm and evacuation requires ALL staff and students to leave the building immediately. A minimum of 50 feet from the building is required in fire evacuation.)

Examples: Fire, Explosion, Smell of Smoke, Gas Odor, Fire Alarm, Bomb Threat

1. **Take your clipboard with sign in/out sheet** quickly to the pre-determined location outside the building. **DO NOT LOCK YOUR DOOR.**
2. Turn off lights and close the door.
3. If the pre-determined evacuation route is blocked, immediately seek an alternate route according to chart on the wall.
4. Keep your class together – check roll immediately and account for missing students. Text 817-281-3307 to notify that your class is out of the building and all students are accounted for.
5. Remain with your class and stay clear until authorized to return.
6. Upon entering the building check roll immediately upon entering the classroom.

Bad Weather Procedure

(When a tornado warning has been issued or there are other indicators that severe weather is imminent.)

1. **Take your clipboard and flashlight** and move safely and quickly to the pre-determined location inside the building.
2. Once sheltered, everyone should crouch low, put head down and cover the back of the head with the arms.
3. Keep your class together – check roll immediately and account for missing students.
4. Remain with your class and stay in shelter area until authorized to return.

Full Lock-Down (Critical Threat) Procedure

(When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classrooms are locked and students and staff stay in their offices, work areas and classrooms.)

Examples: Intruder, Weapon, Hostage, Active Shooter, Hostile Individual, Criminal Activity, Dangerous Animal on Campus

1. Verify classroom/office door is locked – close the door – if possible cover door windows.
2. Move students to a corner of the room or to the nearest restroom out of sight and turn off lights and electronic equipment. **Everyone must remain quiet!** After closing your door, do not allow anyone to leave or enter your class.
3. Check class attendance immediately.
4. All cell phones must be turned off. Close the blinds if classroom has windows.
5. If in the Gym you should immediately go to an interior room such as the boy or girl restroom and close and lock the doors.
6. Remain calm. When police or administrators arrive, follow their instructions quickly and quietly. Remember, the crisis may not be over. Remain with your class until released by administrators.

Soft Lockdown (Teaching Continues) Procedure

(When a person or situation presents a minimal threat to students and staff in the building. A minimal threat is any activity currently taking place near, but not on campus, that would otherwise result in a lockdown. All exterior doors and classrooms are locked and students and staff stay in their offices, work areas and classrooms. A soft lockdown is subject to immediate change. The activity that warranted such a lockdown must be closely monitored by the campus administrators.)

1. Verify classroom door is locked – close the door.
2. Continue to teach your class.
3. Do not allow anyone to leave, go to the gym or enter the classroom. Remain with your class until administration releases you.
4. If you are not in your class (ex. music or Spanish) close and lock the doors – remain where you are until notified.
5. If you are outside the building (recess), return to the building immediately and go to your classroom.
6. If in the gym, immediately go to your classroom.
7. Check class attendance immediately.
8. Remain with your class until released by administrators.

Shelter In-Place Procedure

(When conditions are safer inside the building than **outside**. When hazardous materials release outdoors with toxic vapors, students and staff remain in their classrooms, windows and doors are sealed and ventilation systems are shut off.)

Examples: Chemical Spill, Hazmat Event, Toxic Fumes/Vapors Outside of Building

1. Close and lock doors.
2. If practicable, try to prevent outside air from entering the building or classrooms – use tape, towels, coats/jackets or similar objects to seal doors, vents, and windows.
3. If practicable, separate exposed people and direct them to remove their outer clothing and shower off with soap and water – try to provide clothing or covers for those individuals and contain exposed clothing in sealed plastic bags.
4. Check roll and be prepared to account for missing students.
5. Remain with your class until released by administrators. Follow directions of responding public safety officials.

If the deployment of the hazardous substance is **indoors**:

1. Evacuate occupants to an area away from the threat area and try to comply with the above listed procedures as warranted.
2. It may become necessary to conduct a complete evacuation outside of, or away from the building to the determined locations.

Evacuation Procedure

(When conditions are safer outside than inside the building. It requires all staff and students to leave the building immediately. A minimum of 50 feet from the building is required in fire evacuation.)

Examples: Fire, Explosion, Smell of Smoke, Gas Odor, Fire Alarm, Bomb Threat

1. **Take your clipboard/sign in sheet** and move safely and quickly to the pre-determined location outside the building. **DO NOT LOCK YOUR DOOR.**
2. If the pre-determined evacuation is blocked, immediately seek an alternate route.
3. Keep your class together – check roll and account for missing students. Remain with your class and stay clear until authorized to return or to walk to an alternative site.

Reverse Evacuation Procedure

(When conditions are safer inside a building than outside. This requires all staff and students to go to safe places in the building from outside the building. A reverse evacuation may precede a lockdown.)

Examples: Severe Weather, Suspicious/Threatening Person Outside, Hazardous Chemical Spill/Hazmat Event Outside, Dangerous Animal

1. Bring all people who are outside of the building into the building.
2. Check hallways and bring students into classrooms.

3. Lock classroom doors.
4. Report suspicious persons or activities to the KIDS office.
Take roll and be prepared to account for missing or extra students.
5. No student or staff member should be released until student accountability is complete.
6. Remain with your class until released by an administrator.
7. Be prepared to initiate full Lockdown procedures if the announcement is made to do so.

Procedure For Parents

1. Any critical incident on campus shall be announced on Channel 5 (KXAS) and on the FBC Keller/KIDS website.
2. Upon learning of a critical incident on our campus, parent/guardian are **NOT** to drive to school.
3. The access route and school entrances must remain clear for emergency vehicles.
4. Parent/guardian are asked **NOT** to call the school so that the telephone lines can be kept open for emergency calls.
The emergency cell phone contact number: 817-281-3307
5. Parents are asked to report to either location depending on the severity of crisis and announcement will be made on the appropriate channels – see #1.

Designated Safe Area

**Building Blocks Preschool, 1025 Johnson Road
Keller, TX 76248 817-431-5318
Contact: Nancy Smith**

Designated Alternative Shelter

**Trinity Presbyterian Church, 1452 W. Southlake Blvd.
Southlake, TX 76092 817-442-8983
Contact: Rachel Peters**