

Humble Area's First Baptist Church
Child Development Center

CDC
Parent Handbook
2011 - 2012

*Train a child in the way he should go
and when he is old he will not turn from it.*

Proverbs 22:6



Humble Area's First Baptist Church Child Development Center

19901 Townsen Blvd. East
Humble, TX 77338-4195



Rene' Francis, Director
rfrancis@hafbc.com
281-446-4904 (CDC Direct Line)

Belinda Mock, Assistant Director
bmock@hafbc.com
281-446-8168 X-226 (Church Office)

Dear CDC Parents:

Welcome to our weekday preschool ministry. We feel very blessed to have you be a part of our program!

We understand your children are your most precious possessions from God! Our purpose is to give them the very best care as well as to teach them about God's love for them and His principles for daily living. We will provide a loving environment for each child in attendance.

If you do not have a regular church home, please join our HAFBC family in worship on Sunday mornings. Our services are at 9:30 a.m. and 10:50 a.m.

If I can be of help to you, please feel free to contact the CDC office. I look forward to a wonderfully blessed school year together.

In Christ,

Rene' Francis
CDC Director

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Dear CDC Parents:

Welcome to the Child Development Center at Humble Area's First Baptist Church! We have been blessed with an exceptional staff of directors and teachers that love the Lord and love children. They work hard to create a loving environment where the children will grow spiritually, academically, emotionally, and socially through a wide variety of activities. You and your child are in for a treat this year!

I am the Director of Preschool Ministries here at HAFBC and look forward to getting to know each of you. I would like to invite your family to join us on Sunday mornings for worship. We have classes for your preschooler where he or she will learn Bible truths through stories, music, crafts, and games while you attend worship and one of our LifeGroup classes (Bible Study). On Wednesday nights, we offer Praise Kids choir for 4 year olds and Awana Cubbies (a scripture memory club) for 3 and 4 year olds. We also have a variety of activities for your older children.

If I can assist your family in any way, please feel free to contact me at 281-446-8168 ext. 253 or clane@hafbc.com

Thank you for allowing us the privilege of teaching your child this year.

Blessings,

Cathy Lane
Director of Preschool Ministries

Humble Area's First Baptist Church

Child Development Center

Parent Handbook

Humble Area's First Baptist Child Development Center welcomes you and your child. Our teaching staff is dedicated to making CDC a positive learning experience for children from twelve months to four years old (by September 1st). We want to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment.

SCHOOL HOURS

Monday and Thursday (9:30 a.m. - 2:30 p.m.) Before school or after school extended care is not available. CDC is a two-day week program where children are required to attend both days. CDC strongly encourages attendance each day.

The classroom will not be ready before 9:25 a.m. The classroom doors will be locked until this time. You must stay with your child until they enter the classroom. All classes begin at 9:30 a.m. It's especially important that our Pre-K students arrive on time because their academic lessons are starting. Your child must be picked up between 2:15 and 2:30 p.m. Your tardiness is not only hard on the teacher but also on the children. ***There is a \$5.00 late charge after 2:35 p.m. and an additional \$1.00 per minute every minute after 2:35 p.m.***

OFFICE HOURS

Monday and Thursday 8:45 a.m. - 2:45 p.m. On non-CDC days, you may leave a voicemail at 281-446-4904 or email Rene' Francis at rfrancis@hafbc.com or Belinda Mock at bmock@hafbc.com.

ARRIVING AND DEPARTING

Only the parents and authorized adults will be allowed to pick up the children. Please let the teacher know ahead of time if you will not be picking up your children. When leaving your child, it is very important to make it short and sweet. After you leave your child, crying is usually over very quickly. If picking your child up before 2:00 p.m. you need to sign our "Early Release" notebook in the CDC office.

CHURCH PARKING POLICY

Please do not block or park in the covered drop off area. Only those who have signed up to use our drop-off services may use it. (This is only provided for those with smaller children who do not attend CDC.) **This Fire/Emergency lane must be kept clear of unattended cars.**

EMERGENCY PHONE NUMBERS

A "Treatment of Minor Consent" form must be on file before your child will be allowed to attend our program. The hospital or physician requires this form in case your child should need emergency medical treatment. If your child should need emergency medical treatment, they will be taken by ambulance to Northeast Medical Center. All cost is the responsibility of the parent. ***It is the parents' responsibility to update new information as soon as it becomes available (for example, new address, new home or cell number, etc.) so that we will always be able to reach you at any time.***

WHAT TO BRING TO SCHOOL

Lunch - Each child will need to bring his/her own lunch with a drink. (No carbonated drinks please.) Wee Ones children will need to bring their drinks in sippie cups. Please label cups. Children should have food they can feed themselves. We recommend a healthy balance of protein, fruit, and veggies. We will be glad to open or help unwrap lunch items. However, teachers cannot be responsible to heat or refrigerate any items sent.

Sleeping Equipment - A nap mat or sleeping bag, blanket, pillow, etc. should be sent. Sometimes a favorite stuffed animal or blanket helps. Please label everything clearly.

Change of clothing - Each child will need to bring a full change of clothes including an extra pair of socks. All children in diapers should bring their own labeled diapers. ***(Children three and up will need to be potty trained and out of pull-ups. After three accidents, the child will be moved to a "Two's" class if a space is available.)*** CDC recommends that children wear tennis shoes each day. Please refrain from putting them in sandals or flip flops. Unfortunate accidents may happen.

REGISTRATION

Our registration fee for one child is \$110, two children is \$160, three children is \$185, and four children is \$195. This is a once a year fee, neither non-refundable nor transferable nor applicable to monthly tuition fee. Yearly supplies are purchased with the registration fees. It also secures your child's placement for the coming year. CDC is funded only through CDC tuition.

CDC T-SHIRT

We have a blue t-shirt with our school's logo on it. Every Thursday is "T-shirt" day for all students. These shirts may be purchased in the CDC office for \$12 each. It is also nice for our Pre-K students to wear this t-shirt on our "In-House" field trip days.

ACTIVITY FEE

Our Pre-K classes have an activity fee, which is \$25 per child for the year. This helps supplement the cost for our in-house field trips, graduation and special projects.

CURRICULUM

Along side your student's everyday curriculum, each child will attend Music every day, Move-n-Groove one day each week, and Chapel once a month. (Please note individualized curriculum on pages 5 - 7.)

TUITION

Tuition for one child is \$145, two children is \$245, three children is \$305, and four children is \$335 a month. Children attend classes two days a week. The first month's tuition will be due in September on Meet-N-Greet Day. Tuition will then be due on the first school day of the month. If tuition is received after the 7th of the month a \$10 late fee will incur. *If tuition is more than one month delinquent, the student may be withdrawn from the program.* **CDC salaries and overhead expenses cannot be reduced because of "Absentee losses" in income.** Therefore, we must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. We hope you understand our need for financial stability and we greatly appreciate your cooperation in this matter. Tuition is pro-rated for nine months.

SICKNESS POLICY

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

1. fever within the last 24 hours
2. vomiting or diarrhea
3. common cold
4. symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.)
5. sore throat
6. croup
7. any unexplained rash
8. any skin infection (boils, ringworm, impetigo, skin or head lice)
9. pink eye or other eye infection

When in doubt, apply the "Golden Rule"- "Do unto others as you would have others do unto you."

Administrators will notify parents to pick up their children immediately if they show signs of illness.

MEDICATION

CDC is not allowed to give any type of over-the-counter/antibiotic medication. Likewise, do not send any medication for the child to take himself. If your child requires an Epi-Pen or asthma medicine, it needs to be up-to-date and remain in the teacher's locked cabinet with a signed consent form for it to be administered. If an allergy arises and the child begins wheezing, 911 will be immediately called.

PROGRAM WITHDRAWAL

Considering that we have an active waiting list for the program, we do require a two-week notice for those who plan to drop out of the program.

ADJUSTMENT TIME PERIOD

Sometimes preschoolers have a difficult time adjusting to the school setting. Students will be given two months to adjust to school. After two months, if a child is still crying or showing significant signs of separation anxiety, the student will be asked to withdraw from the program. Although students are old enough to enter preschool, sometimes they are not ready emotionally and we must be sensitive to their emotional development.

IMMUNIZATION

All students must have an updated copy of their immunization records. Please refer to your child's pediatrician or the State of Texas website for childhood immunization requirements.

WEATHER BULLETINS

Our program will follow Humble ISD policies concerning cancellations. Weather updates can be found via internet at: Abc13.Com, KSBj.com or www.humble.k12.tx.us.

BIRTHDAYS AND PARTIES

Birthdays are a special time for children. If you would like to bring a special treat to celebrate your child's birthday, please let your child's teacher know ahead of time. Please make these snacks as simple as possible. We find that cookies, brownies, or doughnut holes are well received by the children.

Parties for holidays are celebrated throughout the school year. These are fun events and we encourage parent volunteers to help join in the fun. We have five parties throughout the year (Thanksgiving, Christmas, Pizza/PJ Day, Valentine's and Easter). A \$20 fee will be collected at the beginning of the school year to cover cost. Each class may have three or four Room Moms to help coordinate the parties.

On party days, parents are welcome to attend the party. However, if you attend the party and your child is upset when you leave, please take your child with you. Some of the children become very upset when the parents attend the party and then leave them at school for the remainder of the school day. This disrupts the resting period for the remainder of the class.

COOKING AND SCIENCE EXPERIMENTS

These will be done throughout the year. Special supplies will be needed for these exciting learning times. Your child's teacher may ask for help in supplying these items from time to time.

PRAYER

Children are taught to pray in their classrooms and at chapel each month. If you have a specific prayer request please let us know. For prayer requests, please complete a prayer request card and drop it in CDC Tuition/Prayer Box. All requests will be kept confidential.

IMPORTANT DATES

Meet-N-Greet Day - Thursday, September 8, 2011 (A "come and go" time)

Ones and Twos: 10:00 a.m. - 11:30 a.m.

Threes and Pre-K: 12:00 p.m. - 1:30 p.m.

First day of classes - Monday, September 12, 2011

Early Dismissal Day - Thursday, December 15, 2011 at 12:30 p.m. (no extended childcare provided)

Pre-K Graduation - Tuesday, May 22, 2012 at 7:00 p. m. in the Worship Center

Last Day of Classes - Thursday, May 24, 2012, Early Dismissal at 12:30 p.m.

SCHEDULE OF HOLIDAYS (Our program follows HISD School Calendar)

Columbus Day - October 10th

Thanksgiving Break - November 21st - 24th

Christmas Break - December 19th - January 2nd

MLK Day - January 16th

President's Day - February 20th

Spring Break - March 12th - 15th

Easter Break - April 9th

NEWSLETTER

A monthly newsletter and calendar will be sent home to keep you informed about school events.

FUNDRAISERS

HAFBC has a strict policy in place about fund raising. Fundraisers are not allowed on the premises for CDC, or any other outside school or organization.

DISCIPLINE PROCEDURES

Child Development Center has established a "No Corporal Punishment" policy. Teachers go over rules daily. When a rule is broken, one warning is given. When a rule is broken the second time, a warning is given with a consequence: time out, moving "behavior" clip (Threes and Pre K classes only). If a child does not respond to this discipline and is disruptive in class, the child is removed and taken to the director.

If a child bites (either breaking the skin or leaving a mark) or intentionally injures another child twice in the school year, the aggressor will be suspended for a period of 30 days. During the 30 day suspension, parents will need to continue to pay the child's tuition at half the regular tuition rate (\$72.50). If a third offense occurs, the child will be removed from the CDC program. Parents of both children will receive a "behavioral incident" report to be signed. All information concerning the incident will be kept confidential. The name of the child that was the aggressor, as well as the name of the other child, will not be released to either party. A copy of these reports will be placed in the child's CDC file.

The Children's Preschool Minister of Humble Area's First Baptist Church will be available for consultation in aiding the child and parents.

We understand that a child can go through many phases during their childhood. For the protection of each student enrolled at CDC we feel this policy is the best. If any needs, questions, or concerns arise, please contact one of the directors listed below:

CDC Director: Rene' Francis
CDC Direct Line: 281-446-4904
rfrancis@hafbc.com

CDC Assistant Director: Belinda Mock
CDC Direct Line: 281-446-4904
bmock@hafbc.com

Preschool Children's Minister: Cathy Lane
HAFBC: 281-446-8168
clane@hafbc.com

WEE ONE AND TWO YEAR OLDS

Monthly Themes

**See page 10 for the Bible verses that correspond with each letter.*

- SEPTEMBER:** Discovering Me, "God Made Me Special"
Letters A, B, C / Number 1 / Red / Circle
Apple Day
- OCTOBER:** Discovering My World / All About Autumn / Fire Safety
Letters D, E, F / Number 2 / Black / Square
Fire Truck Day
- NOVEMBER:** Learning About Families / "Thank you God for Everything"
Letters G, H, I / Number 3 / Orange / Brown / Triangle
Thanksgiving Feast
- DECEMBER:** Jesus' Birth / Christmas
Letters J, K, L / Number 4 / Green / Star
"Happy Birthday, Jesus" Party
- JANUARY:** Discovering God's World / All About Winter
Letters M, N, O / Number 5 / White / Rectangle
Pajama and Pizza Day
- FEBRUARY:** Learning About Friends / "Jesus is my Special Friend"
Valentine's Day / Keeping Our Teeth Healthy
Letters P, Q, R / Number 6 / Pink / Heart
Dental Health, Valentine Party, Go Texan Day
- MARCH:** Discovering God's World / "All About Spring" (introduce butterfly larvae)
Letters S, T, and U / Number 7 / Yellow / Oval
- APRIL:** Easter (Jesus is Alive)
God's Miracle: Caterpillar to Butterfly
Letters V, W, X / Number 8 / Blue / Diamond
Easter egg hunt and Party / Butterfly Release Day
- MAY:** Exploring God's World / My Five Senses / God Gave us our Mommies
Letters Y, Z / Numbers 9, 10 / Purple / Shape Review
Teddy Bear Picnic

Curriculum: *Wee Learn*, a Christian based curriculum developed around themes which provide opportunities for infants and toddlers to learn about God, Jesus the Bible, church, self, family and the natural world. Concepts such as weather changes, seasonal changes, and special activities are all introduced in a variety of age appropriate ways throughout the classroom. *Biblical stories, verses and Christian values are implemented throughout our daily teaching.*

THREE YEAR OLDS

Monthly Themes

**See page 10 for the Bible verses that correspond with each letter.*

- SEPTEMBER:** Apple Annie, Benjamin Bunny, and Cathy Cook
Letters A, B, C
Number Recognition 1 - 10
- OCTOBER:** Daisy Doll, Elmo Elephant, Funny Fish, and Gus Goat
Letters D, E, F, and G
Number Recognition 1 - 10
- NOVEMBER:** Henrietta Hippo, Isabella Inchworm
Letters H, I
Number Recognition 1 - 10
- DECEMBER:** Jungle Jim
Letters I, J
Number Recognition 1 - 10
- JANUARY:** Katy Kangaroo, Larry Lion, Marvin Monkey, and Nelli Nurse
Letters K, L, M, and N
Number Recognition 11 - 20
- FEBRUARY:** Ollie Octopus, Penelope Pig, Quila Queen
Letters O, P, and Q
Number Recognition 11 - 20
- MARCH:** Rust Rodeo Rat, Silly Snake, Tim Tiger, Uncle Ugby
Letters R, S, T, and U
Number Recognition 11 - 20
- APRIL:** Victor Vulture, Will Walrus, Foxy Roxy
Letters V, W, and X
Number Recognition 11 - 20
- MAY:** Zelda Zebra, Yippy the Yellow Yak
Y and Z, recall A - Z
Number Recognition 1 - 20 (review)

Curriculum: Boz, Frog Street Press, and Ready Writers (a Christian curriculum). Our academic curriculum is based on a hands-on approach where language development, reading readiness, math concepts (numbers, counting, measurement, graphing), science exploration, and creative movement are utilized to keep your children active and learning. *Biblical stories, verses, and Christian values are implemented throughout our teaching day.*

ABC Bible Verses

- A** A friend loves at all times. Proverbs 17:17
- B** Be ye kind. Ephesians 4:32
- C** Children obey your parents. Ephesians 6:1
- D** Do all things without grumbling. Philippians 2:14
- E** Even a child is known by his doings. Proverbs 20:11
- F** For God so loved the world He sent His Son. John 3:16
- G** God made everything beautiful. Ecclesiastes 3:11
- H** Help one another. Galatians 5:13
- I** I was glad when they said, "Let us go to church". Psalm 122:1
- J** Jesus was born in Bethlehem. Matthew 2:1
- K** Keep God's commandments. Exodus 20:6
- L** Love one another. John 15:17
- M** Morning, noon and night will I pray. Psalm 55:17
- N** Noah was good man. Genesis 6:9
- O** Obey your father and mother. Exodus 20:12
- P** Praise ye the Lord. Psalm 113:1
- Q** Quiet words are better than shouting. Ecclesiastes 9:17
- R** Remember the Sabbath day and keep it holy. Exodus 20:8
- S** Serve the Lord with gladness. Psalm 100:2
- T** Teach me the things of God. Psalm 27:11
- U** Unto God we give thanks. Psalm 75:1
- V** Verily I say...He that believes in Jesus will have life forever. John 6:47
- W** Whenever I am afraid I will trust in God. Psalm 56:3
- X** Examine me, O Lord. Psalm 26:2
- Y** You are my friends. John 15:14
- Z** "Zaccheus!" Jesus said, "Quick come down." Luke 19:5