

TRAVIS AVENUE BAPTIST CHURCH WEEKDAY 2024-25 PARENT HANDBOOK

Our Weekday programs, CELC and WOW, were established to provide children with a God-centered education. The intent of the early childhood program is to stimulate creativity, curiosity, and interest in learning that continues beyond the preschool years. A healthy balance of work, play, and rest allows children to experience comfort, enjoyment, and optimal success as they learn.

PHILOSOPHY

Travis Avenue Baptist Church offers preschool classes as a service to the families of the community and the church because the preschool years are a time of explosive learning and development. We want to serve you and your child to aid in the natural learning that occurs in your home. CELC and WOW are built upon biblical and educational approaches that will provide rich and warm learning experiences for your child. Our goal is to nurture, stimulate and encourage each child spiritually, mentally, physically, emotionally, and socially by providing healthy opportunities to learn and grow. Our program does not discriminate on the basis of race, color, or national and ethnic origin in any way.

OUR GOAL IS TO HELP CHILDREN:

- Realize that God loves them and that the Bible is God's Word
- Grow in independence
- Learn to interact positively with peers and develop self-control
- Gain control of and begin to understand and care for their bodies
- Understand and control parts of the physical world
- Enjoy creative expression
- Learn to use language and other symbols

CURRICULUM

CELC and WOW will use the Lifeway Christian WEE Learn curriculum and parts of other educational programs. WEE Learn is a progressive scope and sequence curriculum that ensures children are prepared for school, biblically, academically and socially. In addition to the above-referenced curriculum, the school offers other enrichment sessions. We have weekly Chapel and weekly Library Time for our older preschoolers.

Our program is uniquely adapted to meet the needs and interests of the preschool child in a Christ-centered environment. It is designed to promote children's knowledge and skills in all developmental areas, including cognitive, social/emotional, physical, and aesthetic, in order to establish a foundation for

lifelong learning. Our program reflects the belief that children are active learners and build meaning and understanding through full participation in their learning environments. Our program is designed to embed important educational objectives into the daily routine to ensure the learning focus is relevant to the students and to provide intentional instruction in a playful and joyful atmosphere.

A class schedule for each individual class will be provided. Each class will observe active play as well as rest periods. A typical day at CELC or WOW may be as follows:

Welcome/Arrival: Children are welcomed and then will select their first activities in the classroom.

Circle Time: Your child joins with classmates to talk about the day. Students are engaged in age-appropriate writing, language, and mathematics instruction.

Work Time: Children choose from activities in the centers which include dramatic play, table toys, blocks, art, sensory table, library, and technology. Learning is child-centered through play facilitated by the staff.

Clean Up: Your child learns the importance of concluding activities, putting away materials, and cooperating with others.

Small Group Instruction: Children receive intentional instruction on targeted objectives in a small group setting. Students are taught language, literacy, and mathematic concepts and skills through a variety of instructional strategies.

Outdoor Play / Indoor Learning / Activity Room: Energetic play provides opportunities for children to develop large and small muscles, engage in social interactions, and just have fun. Children also learn self-management by following rules and safety guidelines.

Music and Movement: Your child will experience music and physical activities in the classroom and during chapel. Learning to follow the rules and safety guidelines, as well as building large motor skills, will accompany the fun students enjoy. Simple songs and rhythm will enhance their love of music and aid their development of mathematical skills.

Story Time: Teachers read to children in both large and small groups. Reading enhances listening comprehension, stimulates thought-provoking questions and conversation, and develops concepts of print and vocabulary.

Bible and Chapel: Children will experience applicable Bible stories through songs and lessons designed to encourage their love of God.

Rest Time: Children will be encouraged to rest and or nap if needed, depending on the age of the class.

Dismissal: Older students are encouraged to collect their belongings independently.

SCHOOL HOURS, ARRIVAL, AND DISMISSAL PROCEDURES

CELC and WOW hours are 9:30 a.m. – 2:00 p.m. Morning greeters will remain at the preschool desk to provide access from 9:25-9:50 a.m. Upon arrival, please proceed to

the check-in counter and sign in. Since we are in complete lockdown at all times, if you are going to be more than 20 minutes late arriving, you will need to enter through the Welcome Center. A window is conveniently located beside the door, so you can discretely watch your child make the adjustment to the classroom. Please write down any special instructions you need to leave with the teacher for that day and give verbal instructions with the note. Parents of infants will complete a daily feeding/sleep schedule.

Many preschool children have difficulty separating from their parents when initially arriving at school. Our teachers understand this and will do everything possible to help them transition into the classroom. We recommend that parents give their children a hug and kiss, smile, and say goodbye. Parents may also want to reassure their children by telling them what time they will be picked up. Parents who are concerned after a “difficult” separation may e-mail the Director later in the morning to find out how a child is doing.

School will dismiss at 2:00 p.m. Once your child has been released by their teacher, you become responsible for their safety. If an emergency causes a parent to be late, the office must be called. This will help us to reassure the child who is waiting. **There will be a late fee of \$1.00 per minute for parents arriving after 2:05 p.m.**

We cannot dismiss a child to anyone other than a parent or authorized adult unless we have written consent. If there is ANY change in your child’s transportation home, written notice or email MUST be given to the director. The alternate adult must then provide proper identification before your child will be released. If there is anyone who is legally unable to pick up your child, we ask that we be made known of this concern in writing.

CELC/WOW maintains its own school calendar; however, the school will observe all holidays and inclement weather days with the Fort Worth Independent School District. Note: if FWISD is scheduled for a delayed opening, we will remain closed the **entire day** for the safety of teachers traveling from surrounding communities. There are no make-up days due to bad weather.

REGISTRATION

A **non-refundable** \$100 registration fee is required in order to reserve a classroom spot for your child. There is a \$50 registration discount for each additional sibling. Our program has no supply fee. Supplies are purchased using tuition payments. Registration forms are available at travis.org/celc-wow. Parents of children enrolling in the program must submit:

- Completed Enrollment Form
- Payment of \$100.00 Non-refundable Registration Fee

- Immunization Records or Medical Exemption, due by the first morning of school.

Please notify us in writing or by e-mail of all contact information changes. The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child. Unless we have a written statement from the physician, immunization records must be submitted to the school. The exemption statement is valid for only one year from the date signed by the physician.

Conscientious/Religious Exemption: The law allows parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Instructions for the affidavit to be signed by parents/guardians can be found at www.ImmunizeTexas.com. The completed form must be submitted to the school. **Affidavits must be updated annually. Please note:** In the case of an outbreak, an unimmunized child may be prohibited from school attendance.

TUITION

The tuition is paid monthly. Payments are due by the first school day of each school month. After the 9th of each month, a \$15 late fee will be applied to the account. If the child's tuition is not made current by the end of the month, the child may not attend class until their account is made current. If there is a problem with your paying tuition, please speak with the Director **before** the payment is late. Payments should be delivered to the Weekday Director, not to the classroom teachers.

Checks or money orders should be paid to "Travis Avenue Baptist Church" or "TABC" with "Weekday" written in the memo line. Cash is also accepted. For credit card or debit card/bank draft payments, please ask for directions for the online payment system.

If it becomes necessary to withdraw your child from school, a two-week notification to the director is required. If your child does not attend class for two full weeks and has not paid for that month, we will remove the child from the class roster. The parent will have to pay for the month(s) missed or pay a new registration fee in order to return to the program if we have not filled the spot.

WHAT TO WEAR?

Comfortable, washable play clothes are recommended. Appropriate outerwear should be sent with the children each day as outdoor play is included in the daily schedule, except in extreme weather conditions. Everything that your child may take off, i.e., jackets/sweaters, **should be marked** with the child's name. Please include extra clothing that is labeled in the backpack. Children should wear shoes that are

suitable for running and other types of active play. Clogs and slides (shoes with open heels) are not safe for playtime and should not be worn to school.

WHAT TO BRING?

All children should bring a LABELED lunch box (see below) and diaper bag or backpack each day. Please include disposable diapers/pull-ups needed for younger children and extra underwear for older preschoolers. An extra outfit of clothing should be sent for every child. We ask parents to look at the items brought home at the end of the day so that important dates, events, etc., will not be missed.

Toys may **only** be brought to school for teacher-planned events or when there are special circumstances.

Children two years and up will be napping on a mat on the floor. Please provide a nap mat for them. If you would also like to bring a blanket and pillow, these should be small enough to fit in their storage basket. These items must go home daily as we do not have space to store them. Please wash your child's pillow and blanket on a weekly basis. Please LABEL your child's blanket/pillow/nap mat. For babies up to 1 year of age, blankets will not be used in the cribs.

TODDLERS' AND PRESCHOOLERS' LUNCHES

- Please provide a nutritious and easy-to-eat lunch in a lunch box/bag with the child's name on it. We have no refrigeration or heating available for lunches.
- We are a PEANUT FREE ZONE. No peanut products may be brought into preschool classrooms. If you send a different "nut butter," please inform teachers of the type of nut butter so we know it is acceptable.
- Please label all reusable drink and food containers that will be sent for lunch. Only clear liquid drinks (water, apple juice, etc.). No 'soda', red, orange, or grape drinks.
- Please feed your children breakfast before arriving at school.
- All food should be "ready to eat." Teachers cannot cut up or prepare your child's lunch. Utensils should accompany all foods that require their use. Please do not include foods that can be choking hazards, such as hot dogs, uncut grapes, popcorn, nuts, etc.

INFANT NUTRITION

An **Infant Feeding and Schedule Sheet** should be completed for each session. This helps us know when your child might be ready to eat or nap next. While our goal is to keep your baby on the schedule that works for you at home, with several babies in a classroom, there are days that we cannot adhere to each child's individual schedule. We are committed to keeping each child happy and healthy in a classroom setting. No refrigeration is available for formula or breast milk, but insulated bags

with cold packs are fine. Pre-measured amounts of dry formula and pre-measured bottles with water are appreciated. Bottles should be labeled with the child's name.

FOOD AND ALLERGY GUIDELINES

Please provide any allergies in writing and update files if new allergies are discovered. If your child has been seen by a doctor and the allergy is diagnosed, we will need to have a physician written and executed Allergy Action Plan. Again, we are a PEANUT FREE ZONE. "Allergy Alert" signs will be posted if food will be offered as part of the curriculum. Please let the teacher know if there are concerns.

MEDICINE

Weekday teachers and the director will not dispense any medicine to children. If your child needs medicine during school hours, a parent must come to dispense it. If your child requires emergency medications to be on hand, please speak with the director about the best way to keep these available at the school. (We will need an Allergy Action Plan, as well as a labeled bottle or box of the medication dated when it was brought to our program).

PARTY TREATS

Your child's birthday is a special day, and we are glad to celebrate at school! The week before you intend to bring snacks, please talk to the teachers about what you plan to provide. Parents are welcome to bring packaged, or bakery-made treats for their child's birthday. Please do not send food that has been prepared at home. Reminder: We are a PEANUT-FREE ZONE. Please read the labels on any food you wish to send to school to make sure there are no peanuts or peanut products.

SICKNESS AND HEALTH

The health and safety of all of our students and teachers is very important. We follow the directives of our church elders, the CDC, and other authorities for health-related decisions.

Our staff will greet each child in the morning, and if your child exhibits any unusual symptoms, you will be consulted about the decision if your child should be in school that day.

If your child has been ill, be alert for signs of contagious symptoms such as a fever of 100.4 or higher, nausea, vomiting, diarrhea, rashes, sore throat, or eye discharge. **Children must be symptom-free without the use of fever reducers for at least 24 hours before returning to school or longer if a doctor deems them contagious.** When children exhibit signs of illness at school, their parents will be called to pick them up immediately. The child who becomes sick will be taken to the front office while waiting on the parent to pick the child up from school.

If your child develops a contagious disease such as chicken pox, please notify us so that we may communicate with other parents who may need to be watchful of their child for symptoms. **We are unable to provide makeup days if your child misses a day in our program.**

Minor injuries such as scrapes, scratches, and paper cuts are common occurrences at school. We treat such injuries with soap, water, and a Band-Aid. When an injury is more serious, we notify parents, file an incident report and take appropriate action, which may include calling 911.

HEAD LICE

This is a common occurrence in young children and has nothing to do with cleanliness. Lice are very easily transmitted. Please let us know if your child has been at school with lice. If head lice are found on a child while at school, the following steps are taken: parents are notified, and the child must be picked up from school; the child's head must be treated with a product formulated to remove head lice; nits must be removed with a special nit comb included in product; the child will be excluded from school the following day. Upon returning to school, an examination of hair and scalp by school personnel will be completed before returning to the classroom.

BITING

As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason for biting (if it can be determined), and the frequency of the biting. General guidelines for biting include: helping the bitten child feel better or providing appropriate first aid, if warranted; completing an Ouch Report for the parent of the bitten child; discussing the situation with the biter's parent; discussing a better solution with all children involved; separation of involved children; showing/giving the biter something appropriate to bite (teething ring); ensuring that the environment provides enough challenging activities; carefully observing the involved child to identify precipitating events and prevent recurrences; maintaining a log to track when the behavior occurs; and conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as with any other behavior issue regarding a child, we will attempt to ensure the privacy of the child and family to prevent bias from others enrolled in the school. We will keep you informed as to what steps are being taken in the classroom and if bites are from the same or a different child. Informative handouts will be given to parents regarding biting. Children, who continue to bite after all options have been exhausted, will be asked to withdraw from the school.

PARENT VISITATION GUIDELINES

Parents may drop into the school at any time to check on the quality of the school and their child's classroom experience. Parents must check in with the director when they arrive at the school unless it is a regularly scheduled drop-off or pick-up time. A director can check on a child for the parent, or the parent can discretely look through the windows that are available in each room. For drop-in visits, please come through the Welcome Center, where the doors are manned at all times.

DISCIPLINE

We teach the "I-Care Rules" to our children. These rules are:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language such as please and thank you.
4. We care about each other's feelings.
5. We are responsible for what we do and say.

Our staff uses constructive and positive techniques when disciplining. These include redirection, anticipation, modeling, natural consequences, elimination of potential problems, and teaching children to resolve conflicts on their own in an appropriate way. Removal from the group will be used in severe situations (hurting someone, persistent disruptiveness) or when the child needs to gain control. If a child displays an unprovoked act of aggression (hitting, kicking, etc.) toward another child or staff member, the child must be picked up within 30 minutes of our phone call. If the disruptive behavior still exists after applying the above methods, the last attempt to correct the behavior will include a parent conference to come up with a behavior modification solution. When every attempt has been made, and the problem is still taking place, the child will be asked to withdraw from the school.

REPORTING TO PARENTS AND COMMUNICATION

Our methods of communication include newsletters, emails, and text messages. Be sure to sign up for our 'text' service from Remind and follow our Facebook Page for updates. Parent conferences are available upon request.

EVACUATION AND DRILLS

Your child's safety is one of our foremost concerns. In the event of an actual emergency, once all children are safely relocated and accounted for, we will contact parents both via email AND emergency phone numbers.

Fire Drills, Evacuation Drills, and Tornado Drills will be conducted on a regular basis. Our teachers help the preschoolers to understand the need for these drills.

Fire & Safety: When the fire alarm rings, the students are calmly guided to a special meeting place. For fire and other safety concerns, the adjacent Mercy Clinic, 775 W. Bowie Street, is our safe place.

Weather: In severe weather, the church's basement is our safe zone.

PETS

Pets are not permitted at school unless it is as a part of a lesson and planned for in conjunction with a classroom teacher.

CONFIDENTIALITY

It is important for you to know that Weekday maintains the rules of confidentiality. Due to the intimate relationship that exists between school and home, information that you give to us concerning you or your child will remain between us; persons not affiliated with the school will not have access to our files without your permission.

NO SMOKING

There is a NO-SMOKING POLICY in our facilities.

NO TRANSPORTATION

We do not offer transportation.

FIELD TRIPS

Students will not participate in field trips.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with State law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation. In this very serious and legally narrow area, the school will not notify parents/guardians in advance of making a report to the authorities, even though this would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any other legal alternative except to make a report with the proper authorities for their investigation and review.

Thank you for taking the time to read through this handbook. Please keep it as a reference for school policies and procedures. We all look forward to an exciting year ahead! Please take part in the school and its activities!

YOU ARE WELCOME HERE!!