



# **Bethesda**

Child Development Center

**Parent Handbook**

**2020 - 2021**

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# 1. INTRODUCTION

## **1.1 Administration**

The Director meets qualifications and assumes the responsibility for the safe, efficient, and financially sound operation of services provided by Bethesda Child Development Center under the policies of Bethesda Community Church. The administrative team maintains and exceeds compliance with the Minimum Standards for Child Care Centers of the Texas Department of Protective and Regulatory Services. Additionally, the management team maintains compliance with health, state, and fire safety regulations.

## **1.2 Employee Code of Conduct, Qualifications, and Development**

The employees at the Center are expected to follow a code of conduct, which includes portraying an example of Christ, treating the children with respect, using positive means of discipline, practicing good hygiene, being confidential with sensitive information, and providing a safe and challenging environment for the children.

Bethesda CDC mandates the following supplementary educational requirements for all staff members:

- Annual CPR and First Aid Certification
- Mandatory staff training meetings
- Extensive pre-service training
- Minimum of 24 hours of continuing education per year
- Orientation from the Director on knowledge of early childhood care and Bethesda CDC's higher level of care
- Additional out-sourced training from Texas State recognized childhood care training centers

All staff is required to have mandatory TB testing. Bethesda also recommends but does not require employees to acquire appropriate adult vaccinations according to the CDC adult immunization schedule. [www.cdc.gov](http://www.cdc.gov)

## **1.3 History**

Bethesda Child Development Center is an extension of the ongoing ministry of Bethesda Community Church. Bethesda Community Church has been an active part of the community for over 60 years. Bethesda has its roots in early revival meetings, in the stockyards, and was later called "Northside Assembly of God." Bethesda CDC, previously known as "Wee Wisdom Daycare," was founded in the fall of 1977 to reach the church of the future... our children. Since then, enrollment has steadily increased, as the surrounding community has become aware of our services and quality care. Our desire for this ministry has been and still is to bring praise and glory to our Lord and Savior, Jesus Christ, while ministering to the childcare needs of our surrounding community.

***"I will be their God, and they shall be my people." II Corinthians 6:16***

## **1.4 Objective**

Our motivation to provide quality Christian care comes partly from the scripture in which Jesus states, ***"Suffer the little children, and forbid them not to come to me."*** Through the enabling of the Lord Jesus Christ, we provide a Christian atmosphere where the children can develop respect and appreciation for each other, themselves and the world around them. It is our desire and prayer that this ministry is effective in meeting childcare needs and helping to resolve issues facing families within this community. As

we do all things through Christ, we make an effort to partner with family members within our community and together become closer in fellowship with God. We are thankful for the families that God sends us to walk alongside and realize that without being unified in prayer, effort, and the grace of God, our childcare center would not exist.

Our goal is to aid each child in their individual development mentally, physically, emotionally, and spiritually, as well as nurturing and training them in Godly principles. The children are challenged to progress at their rate toward cognitive development, with enriched experiences promoting self-discipline and the ability to make choices.

***"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6***

### ***1.5 A Welcome From Our Pastor***

**Bethesda...**we hope that when you simply say the name, you will come to know who we are, what we do, and how we do it.

#### **Who we are:**

We are a fellowship that has been in existence for many decades. In that time, the Lord has graced us to be a safe, stable church that gives value to integrity, character, and functioning in a way that gives honor to Him.

#### **What we do:**

We minister to people...real people...people who are navigating their way through the stuff of life...people who are willing to allow us to reach out and touch them. It is truly the drive and push within us to help you along your journey.

#### **How we do it:**

"Excellence" is a word that defines our goals in daily operations. Our leadership and staff take great effort to give their best...and we do it because we care.

Bethesda is multi-faceted in its ministry endeavors. Please take a good look around and see all that is available to you and your family. You will be warmly welcomed and invited to connect with us...and we will ALL be the better for it!

*J. Daniel Smith*  
Senior Pastor

## 2. ENROLLMENT AND FINANCIAL

### 2.1 Enrollment Requirements

The Texas Department of Health and Human Services license Bethesda Child Development Center. The Center does not discriminate based on race, creed, color, disability, religion, or national origin. When a classroom becomes filled, the administrative team reserves the right to assign available spaces to children of Bethesda employees.

Upon your child's first day of attendance, the following documents/payments are **required** for your child to begin at the Center:

- Application for enrollment (completed and signed)
- Immunization Record
- Health Form (signed and dated by the child's physician)
- FARE (Food Allergy & Anaphylaxis Emergency Care Plan) for those children with food allergies or any child who needs an Epi-Pen for any reason.
- Registration Fee (paid in full)
- Completed Electronic Funds Transfer (EFT) Authorization Form
- Parent / Guardian Consent Form

Upon your child's eighth day of attendance, the following payments are **required** for your child to return to the Center:

- Activity and Curriculum Fee (ages 2-12yrs.old)

Additional requirements for Bethesda CDC students include, but are not limited to:

- Children who are enrolling in a K4 or K5 class must be fully potty trained.
- All four-year-old students must have a visual, auditory, and speech test by January of their fourth birth date (with results on file at the Center, as required by the State Health Department).
- Updated Immunization Record or a notarized Affidavit of Exemption for Immunizations from the state of Texas.

Parent Handbook:

Bethesda operates on a school year schedule of August – July. Therefore, the parent handbook is updated and republished on the center website ([www.bethesdacdc.org](http://www.bethesdacdc.org)) each August for the coming school year. If there is ever a need for changes during the school year, the handbook will be updated and republished, and parents will be notified via email of the changes.

### 2.2 Financial Information

#### Weekly Tuition

A schedule of class offerings with applicable tuition and fees is enclosed in each enrollment packet for that school year (August – July) as well as posted on our website. Tuition is billed on Monday of each week. Weekly tuition payments are required regardless of absences due to illness, vacation, or holiday time with family. Families who enroll for partial attendance are subject to the same account policies as full-time attendance families. Once enrolled in partial attendance, a thirty-day notice is required to be considered for available space to move to full time attendance.

**NSF Check Fee (per incident)**

Charge..... \$30.00

**Late Payment (per incident)**

Charge..... \$25.00

**Late Pick-up Fee (per incident, per child)**

Charge after 6:00 p.m. .... \$1.00/minute  
(Fee will be posted the next business day and paid within 24 hours).

**Delinquent Account:**

All families are required to have a completed EFT (electronic funds transfer agreement for direct payments) on file to keep the account from becoming delinquent. When an account becomes delinquent, payment will apply to the account on file.

**Withdrawal:**

All families who wish to withdrawal from the Center for any reason must submit the withdrawal a week in advance. In the event of a withdrawal, there is a one month waiting period to re-enroll in the Center.

**Tuition and Fees Changes:**

All tuition and fees are subject to change for each school year. Our school year operates from August through July. If the fees and tuition are changing for the upcoming school year, the changes will be made and published in July before the new school year starts in August.

**Pandemic Tuition:**

Should the Center need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the Center is closed longer than two weeks, 50% of tuition will be due.

**Vacation Credit (applicable for families who attend full time only)**

Families are given vacation weeks based on years of attendance. One week of vacation after one year and two weeks after two years or more of continuous attendance. Vacation is based on the student's anniversary start date. Only children who attend for a full calendar year are eligible for vacation benefits. They must continuously be enrolled during the school year and the summer to be eligible. This benefit may not be carried over from year to year and will not be given early. It will not carry over when a student withdraws and then re-enrolls. Parents must submit a request for vacation credit to the center office. The absent credit is not automatically given when the child is absent.

## 3. PROGRAM INFORMATION

### 3.1 Curriculum Overview

K1 and K2 classrooms (ages 1 and 2 yrs. old) implement a balanced, age appropriate curriculum. The curriculum is designed and compiled to introduce young children to a well-balanced, appropriate level of learning through monthly themes.

Preschool consists of K3 – K5 classrooms (ages 3 – 5 yrs. old). The curriculum is outlined to assist the children in their cognitive, physical, and character development. Our academic units meet the needs of each child at the appropriate developmental stage. Classroom activities and experiences enhance self-esteem, foster self-help skills, encourage individual solving skills, and develop positive social relationships.

### 3.2 Child Developmental Milestones

Children will be observed and monitored for proper development while at Bethesda. Our goal is to come alongside families and aid each child in their development; spiritual, cognitive, physical, emotional, and social. We want to partner with each family and come alongside the development of their child.

Throughout each school year, children's developmental progress will be tracked, and developmental reports shared with families.

### 3.3 Preschool Curriculum

- **Bible:** The Word of God and Christian Development are integrated in all facets of learning through twelve monthly themes. Children are taught Christian character development through the introduction of the Fruits of the Spirit. Each monthly theme is developed through dramatic play, puppets, stories, and songs. Our staff shares the love of Jesus with the children by exhibiting an example of Christ-like character, introducing the children to Jesus, teaching the children about the Bible, and through praise and worship.
- **Language/Phonics:** ABeka curriculum is implemented in all K2 – K5 classrooms and introduces children to the alphabet and focuses on alpha recognition and phonics. The Abeka units equip children with the necessary skills and knowledge needed to prepare them for beginning reading and writing.
- **Handwriting:** Handwriting without Tears curriculum is used for all K3, K4, and K5 classrooms. Handwriting without tears is a hands-on curriculum that teaches children about spatial awareness and the shapes of letters and gives them many opportunities to obtain proper handwriting techniques at a very young age as well as reinforce phonemic awareness.
- **Math:** Our math curriculum involves a focus on hands-on activities with manipulatives designed to help children recognize basic quantitative concepts and develop problem solving skills. Abeka also has units to support and introduce children to beginning numerical skills.

- **Science:** Science units are designed to foster curiosity that many children naturally have about why, what, when, where, and how the world works. Children investigate concepts introduced each month, such as weather, plants, growing bodies, and insects.
- **Social:** Social development in children is an essential aspect of preschool. Children begin to see themselves as a part of a class or group with responsibilities. The activities in this unit are created to develop an awareness of each person's function in society.
- **Co-Curricular:** Every week, children will have a different co-curricular activity assigned to a specific day by class. The activities vary from year to year but will be a support to the holistic focus of developing each child.

### 3.4 Curriculum Outline

The following is a curriculum outline for the preschool year.

#### K1 – K2 Classrooms

Month / Theme	Color(s)	Shape	Bible
August / I am Special & Around the House	Rainbow	Triangle	Noah, Jonah, Joseph & The Armor of God
September / On the Farm & In the Forest	Brown & Green	Square	Samuel, Saul, David & Jonathon
October / Fire Safety & Community Helpers	Orange, Purple & Black	Octagon	Dorcas, The Good Samaritan, Elijah & Elisha
November / Fall & Thanksgiving	Yellow & Brown	Triangle	10 Lepers, David, Ruth, Moses
December / Christmas	Red & Green	Star	Baby Jesus
January / Winter, Nursery Rhymes,	Blue, White & Black	Circle	Bible Heroes
February / Love, Aesop's Fables, Dental Health	Red, Pink & Purple	Heart	Esther, Prodigal Son, Jericho & Paul
March / Jungle Animals & Fairy Tales	Green & Yellow	Diamond	Creation
April / Baby Animals & Plants	Orange & Blue	Oval	Easter
May / Bugs	Pink & Purple	Rectangle	Mothers are Special
June / Dinosaurs	Yellow & Orange	Circle	Abraham, Sarah, Isaac & Jacob
July / Space	Red, White & Blue	Star	Miracles of Jesus

### K3 – K5 Classrooms

<b>Month / Theme</b>	<b>Letters / Phonics</b>	<b>Word Time</b>	<b>Math</b>	<b>Science</b>	<b>Bible</b>	<b>Fruit of the Spirit</b>
August / Birthdays & All About Me	Letters In My Name	Social Behavior	Free Exploration Introduction	Explore Science Centers	Noah, Jonah, Joseph & The Armor of God	N/A
September /Back to School	A E I O U	School	Free Exploration Groups	My Five Senses	Samuel, Saul, David & Jonathon	Self-Control
October/ Fall / Fire Safety & Community Helpers	B C D	My Body	Counting	Nutrition, Fire Safety & Stanger Danger	Dorcas, The Good Samaritan, Elijah & Elisha	Kindness
November/ Thanksgiving	F G H	Transportation	K3: Counting K4: Pattern One	Personal Hygiene & Germs	10 Lepers, David, Ruth, Moses	Faithfulness
December / Christmas	J K L	Celebrations	Sorting &Classifying	Living & Non-Living	Baby Jesus	Peace
January / Winter / Phone #'s & Addresses	M N P	Work	K3: Sorting & Classifying K4: Comparing	Seasons, Weather & Time	Bible Heroes	Goodness
February/ Presidents & Dental Health	Q R S	Health	K3: Pattern One K4: Number @ Concept Level	Animals & Habitats	Esther, Prodigal Son, Jericho & Paul	Love
March / The Earth	T V W	Earth	K3: Pattern One K4: Number @ Connecting Level	Plants & Taking Care of God's World	Creation	Patience
April / Easter	X Y Z	Animals	K3: Comparing K4: Number @ Symbolic Level	Baby Animals	Easter & The Resurrection	Joy
May / Graduation & Review	Review	Construction	K3: Review K4: Pattern Two	Insects	Mother's Are Special	Gentleness
June / Circus	A E I O U B C D F G H J K L	Play	Math Review	Ocean Exploration	Abraham, Sarah, Isaac & Jacob	N/A
July / Outer Space	A E I O U M N P Q R S T V W X Y Z	Sky	Math Review	Space	Miracles & Parables of Jesus	N/A

### **3.5 Field Trips**

Children are eligible to attend off campus field trips when they are three years old or older and completely potty trained. Typically, field trips correspond with the curriculum to extend academic progress. Field trips are sometimes postponed or canceled due to inclement weather and occasionally cannot be rescheduled.

- **Permissions Forms:** A field trip release must be signed at the time of enrollment. In addition to the initial release form (located on the child's Application for Admission registration form), a field trip permission slip must be completed for each trip. This form authenticates the parent's knowledge of the exact location of their child when away from the Bethesda campus.
- **Transportation:** Classroom ratios are superior to those mandated by the State of Texas, and these quality child-staff ratios are maintained on trips away from the Center as well. Additionally, each child wears an individual seat belt in our vehicles, as required by State Licensing. Elementary aged summer day camp utilizes the Bethesda Christian School bus on many of their summer field trips.
- **Volunteers:** Parents and guardians are welcome to attend field trips. A list of Field Trip Guidelines is presented to inquiring parents, guardians, or additional persons visiting our Center or chaperoning field trips away from campus. Parents/guardians are responsible for paying any applicable fee for activities they attend.

### **3.6 Gross Motor**

All children spend time outside or in multipurpose spaces two times each day. During this time, children participate in activities to help develop their gross motor skills as well as investigate their outdoor environment. Children should be dressed appropriately for the weather. Teachers and office staff must be notified if a child is not permitted to go outside for health reasons.

- **Cold Weather:** Children may go outside if the temperature is over 45° for outside playtime (including windchill). When the temperature is under 45°, they may not go out but will have inside physical activities in place of their playground time.
- **Hot Weather:** Children may go outside if the temperature is less than 95° degrees for outside playtime (including heat index). When the temperature exceeds 95° degrees, they may not go outside but will have inside physical activities in place of their playground time.
- **Inclement Weather:** Anytime the weather is cold, damp, or windy, children need to wear coats, caps, hoods, and gloves. Please send your child dressed appropriately for outdoor activities.
- **Water Activity:** During the summer months, older classrooms will participate in designated Splash Days. Splash days are scheduled in advance to give families notice to bring their child's swim gear and a change of clothes.

Children who can participate will need to be provided with a swimsuit, towel, pool or water shoes, and sunscreen. All items must be labeled with the

child's name. Sunscreen of SPF 30 is applied during all water activities unless otherwise requested by parents on the child's enrollment information.

### **3.7 Parties, Activities and Special Events**

The Center celebrates the following dates with a class party during the year, including, but not limited to:

November: Thanksgiving Feast

December: Jesus' Birthday

February: Valentine's Day

March/April: Easter

- **Preschool Pictures:** Traditionally, individual preschool pictures are taken in September, and class group pictures are taken in the Spring. Additional photography opportunities may take place throughout the year. Parents or guardians are under no obligation to purchase these pictures.
- **Halloween:** BCDC does not participate or acknowledge Halloween. We choose to celebrate and focus on the season of Harvest and celebrate the season with pumpkin patch festivities.
- **Thanksgiving Feasts:** Thanksgiving feasts are held in each classroom during the month of November.
- **Christmas:** In celebration of the birth of Jesus, a Christmas party is held in December in each classroom. It is a time for children to share the love of Jesus with their parents, family, and friends.
- **Easter:** The celebration of the resurrection of Jesus is a special time for the children at Bethesda. The Center will have class Easter egg hunts but use the eggs and the colors of the eggs to draw the focus to Jesus. BCDC does not acknowledge the Easter Bunny.
- **Pre-K Graduation:** The year-end program is presented by the K5 classes promoting to Kindergarten. This program allows families to celebrate this momentous milestone and provide fellowship for children, families, and staff.

### **3.8 School Age After School Transportation & Care, Summer / Holiday Care**

Bethesda offers multiple options for school age children ages 5 – 12yrs old. Afterschool transportation and care are provided from various elementary schools each school year. The list of schools will change based on family interest and transportation logistics; the office will have a list of the available schools beginning in August for the perspective school year. Care is also offered for school age children during school breaks, holidays, and summer.

Due to the state license Bethesda holds, school age children and families are held to the same rules and regulations applied to preschool age children while in our care.

## 4. COMMUNICATION

### **4.1 Child Abuse**

Bethesda Child Development Center employees are trained in recognizing the symptoms of abuse and stress. It is required by law to report suspected abuse or neglect (sexual, physical, or emotional) to Child Protective Services. The DFPS child abuse hotline and other information about the regulations put forth from the state of Texas are located on the parent board outside our office. This will also contain warning signs to watch for and prevention techniques for child abuse and neglect. The state licensing website is available at [www.dfps.state.tx.us/child\\_care/](http://www.dfps.state.tx.us/child_care/).

### **4.2 Family Involvement**

One of the best ways for parents to be involved with their child's Center is to be aware of daily events through classroom interactions with teachers, class calendars, monthly email bulletins, and the center website. Some examples are Grandparents Day, Donuts for Dad, Muffins for Mom, Rodeo Day, STEAM University, and Field Day. Additionally, parents participate by bringing requested items to class for special events or craft activities.

- **Volunteer Time:** Families are welcome to volunteer for any occasion or activity at the Center. Bethesda CDC has an open-door policy extended to our parents and guardians, encouraging you to participate with your child.

### **4.3 Parent-Teacher Conferences and Interaction**

Open communication between parents and teachers is vital to the proper care of children. We encourage parents to talk informally with the child's teacher and feel free to ask questions. Time and the staff/child ratio do not permit this contact when children are arriving or dismissed to their parent or legal guardian. Therefore, we require that parents/guardians not distract teachers or caregivers from the children by initiating conversation during class time.

Parent-teacher conferences are scheduled through the office at any time. A note is also useful in sharing information or concerns when parents are on a tight schedule.

Parents may contact the center office to set up an appointment with the Director to discuss concerns or comments. We appreciate parents who lift the Center up in prayer, talk in a positive manner, and partner with us to promote a positive learning experience for all children.

### **4.4 Records**

- **Attendance:** The Center keeps daily attendance records of children and staff for the previous three months. Parents/guardians are responsible for signing their child in and out each day on daily attendance sheets.
- **Enrollment:** Due to state licensing standards, enrollment records must be submitted to the Center before admission and will be kept on file for as long as the child remains at the Center. The Center must be notified immediately of any changes in the information given at enrollment. Parents/legal guardians must keep their child's records current.

- **Accuracy:** Parents/guardians should be proactive and make all necessary updates to their child's records **immediately** upon the known change. Phone numbers and contact information must remain current in case of emergency.
- **Minimum Standards:** A copy of the Minimum Standards from the Texas Department of Human Resources is in the center office and can be viewed upon request along with liability insurance documentation and center operational policies. Most recent inspections made by required organizations (The Tarrant County Public Health Department, Fire Inspection, Gas Line Test Report, Consumer Health Division Inspection Report, Texas Department of Health/Retail Foods Division, Texas Department of Protective and Regulatory Services, and the Texas Commission on Fire Protection Licensing Investigations Bureau) are posted on the main bulletin board next to the center office.

## 5. HEALTH

### ***5.1 Communicable Diseases and Illness***

Childcare facilities are notorious for the spread of illness and diseases due to the ages of the children served. To effectively control this problem, Bethesda CDC vigorously enforces the policy of exclusion regarding sick children. It is imperative for parents to arrange alternate care for their child BEFORE it is needed.

If children become ill at the Center, care will be provided for a short time, while parents or guardians are notified. Bethesda CDC is not set up to care for sick children for any length of time, so it is vital that children are picked up quickly. Parents must arrange in advance with an alternate caregiver to alleviate any problems when their child becomes ill. Sources for care are family, friends, neighbors, and people within the church. Bethesda CDC reserves the right to exceed the standard of care regarding illness and infectious disease criteria.

Children who display the following symptoms in the past 24 hours will not be allowed at the Center if any of these symptoms occur while in our care, your child will be sent home immediately. Upon being sent home, the child cannot return to the Center until he or she has been entirely free of any of these symptoms for a full 24 hours without medication or with a doctor's note.

- Temperature greater than 100.4° degrees
- Yellow or green discharge from the eyes
- Vomiting (more than two)
- Diarrhea (more than three)
- Any rash other than diaper rash
- Extremely lethargic behavior

If a child has been diagnosed with a reportable communicable disease, the parent or guardian must notify Bethesda CDC office immediately. When a reportable communicable disease diagnosis has been confirmed, all families in the child's classroom will be informed.

The primary criterion for exclusion from attendance is the probability of the spread from person to person. A child may have a non-excludable illness yet require home or hospital care. Written consent may readmit children excluded from Bethesda CDC for a communicable disease from a physician or a permit issued by the local health authority stating that the child is not contagious.

Bethesda CDC reserves the right to require a physician's note of release for any student with an illness or contagious disease.

### **5.2 Emergency or Injury**

Minor injuries will be taken care of at Bethesda. Parents will be notified, and an accident report will be sent home with the child, with a copy maintained in the center office files. When serious injuries or illnesses occur, parents will be notified immediately. If the condition requires immediate attention, the parent will decide whether to take the child to the emergency room or to their child's pediatrician. Severe emergencies will be handled by calling 911. Medical expenses are the parent's responsibility; Bethesda Child Development Center is not responsible for medical coverage. In the event of the Center needing to administer a child's Epi-Pen, parents will be contacted, and 911 will be called.

In case of injury and the parent and guardian cannot be reached, the Center immediately notifies the child's physician and the emergency contact persons recorded on the registration form. The child's emergency information must always be current. All staff members are required to receive annual certified CPR and First Aid training in preparation for such emergencies.

### **5.3 Hygienic Procedures**

- **Environmental:** Spills are immediately cleaned and wiped with a disinfectant bleach solution. Staff members use a spray bottle containing a disinfectant bleach solution for cleaning the diaper table after each change. Using a spray is superior to using a cloth saturated in the same solution. Excess is wiped off with a paper towel. In older children's areas, where community restrooms are used, the toilets are cleaned routinely.
- **Equipment/Supplies:** There is a complete cleaning of bathrooms, rugs, floors, and equipment each day. Preschool and toddler toys are disinfected daily. Diaper changing tables are disinfected after each use.
- **Personnel:** All staff wash hands before and after direct child interaction and when contaminated. Hands are washed after removing gloves. Examples of required handwashing include after using the bathroom, before serving food, after a diaper change, and after general cleaning. Personal protective equipment such as gloves is used during childcare procedures that involve blood, body fluids or body substances, and the usage of cleaning equipment. Careful handling of food with thorough hand washing before and after serving is practiced. Staff members view all body secretions as potentially infectious. All soiled articles of clothing are handled with gloves, carefully bagged in plastic, and returned to the family to clean.

## **5.4 Medication**

For the children's safety, all medications given at the facility need to be appropriately administered. Therefore, all medications must come to the office first for proper labeling.

- **Administration Time:** Parents must administer the initial dose of medication at home or before they leave the child at the Center. Medication is administered at Bethesda CDC at 11:30 am (with lunch) and 2:30 pm (after nap). Parents must administer all other doses, or they may designate in writing for a person other than Bethesda CDC to do so.
- **Breathing Treatments:** The child's teacher or the center office will administer breathing treatments. The family must provide machines and all other components. Initial treatments should be given at home.
- **Over the Counter Medication:** Many over the counter medications mask symptoms of infectious diseases/illness. Therefore, if a physician advises an over-the-counter medication or sample of a prescription medication given, a note from the physician stating the date, child's name, medication name, and instructions for administering must accompany it. All over the counter medication must be age appropriate, and the dosage cannot be more than the label instructions unless accompanied by a doctor's note.
- **Container:** Medication must be in a prescription bottle or original container with the date, proper name, and instructions for administering. More than one child in a family may not share medication. Additionally, all medications should be brought in a Ziploc bag with an appropriate dispenser for measuring.
- **Medication Label:** Parents must fill out a medicine label authorizing the staff to give the medication. The medicine label must be completed with the exact date and time to be administered, correct dosage, and signature of the parent or guardian before any medication will be given.
- **Personnel:** The child's teacher will administer the medication and will maintain a Medication Disbursement Chart in the classroom.
- **Retrieving Medication:** Parents or guardians must pick up refrigerated medications from the center office or baby room and all other un-refrigerated medications from the child's classroom. Bethesda CDC is not responsible for lost medication.
- **Storage Location:** All medications requiring refrigeration will be kept in the center office. Medication not requiring refrigeration will be maintained in the child's classroom in a medication bin. The only exception to this rule, is controlled medicines used to treat ADD or ADHD; they will be kept locked in the medicine cabinet in the center office.
- **Medication in Child's Personal Belongings:** The Center requires that all medicines be appropriately labeled and stored either in the office or in the classroom medication bin. If there is medication located in a child's belongings that is for use outside of the classroom time frame, it will need to

be stored and labeled just like any other medication and not left in the child's personal belongings.

## 6. PERSONAL POSSESSIONS

### **6.1 Clothing**

Children must be fully dressed in clean, appropriate clothing upon arrival. Children who are not toilet trained must be brought in a clean and dry diaper or pull-up. Additionally, children who are under age three or toilet training must have several changes of clothing each day. Children who are potty trained must have one change of clothing at the Center each day. **Parents will be called to bring clothing or diapers/pull-ups if there is a need with no provision.** Soiled clothes must be taken home immediately for laundering and clean clothes sent with the child the following morning. All personal items must be **LABELED**.

Comfortable, washable play clothes are the best kind of clothing to wear to the Center. Easily removed clothing must be provided for diaper changing and toilet training. Belts, overalls, and other "hard to manage" dress for all ages of children should be avoided.

Children often get messy at preschool. Although we wear aprons during art and use "washable" products, paint inevitably gets on clothing and could stain. We suggest that parents leave their child's best clothing at home so your child can be free to experiment, hands-on. Most children enjoy running, jumping, and participating in large motor play during the appropriate times. Dress shoes and clothes can make these activities very difficult and can prove to be uncomfortable to wear for an entire day.

### **6.2 Diaper/Diaper Wipes**

Parents of diapered children must provide enough diapers to ensure their child's comfort. Because of health risks, only disposable diapers are used at the Center. If cloth diapers must be used because of an allergy, parents must bring a doctor's note to document this fact. Parents must then provide heavy, clean, Ziploc bags to store and transport the diapers appropriately. Parents will be responsible for cleaning and sanitizing all cloth diapers. Parents need to check their child's daily report for notes regarding needed diapering items. If a child should run out of diapers and diaper wipes, parents will be contacted to bring the necessary items to the Center so proper care may be given to each child.

Toilet training is implemented in K2 through K3 classes. It is best to bring underwear during toilet training. Because pull-ups may delay toilet training, they are suggested for naptime use only. Parents must provide adequate clothing for accidents during this transition time and must follow through with toilet training while at home.

### **6.3 Nap Items**

We request that parents provide their children with a small pillow and blanket. These items need to be kept in a backpack that fits neatly in the child's locker or on the child's hook. The bags may not touch one another according to the

State of Texas Minimum Standards; therefore, a narrow backpack (to be stored on your child's hook) in the classrooms will be required. Please do not send items too large to fit in your child's storage area. Nap items must be taken home every Friday for laundering. Any nap items that are soiled during the week must be taken home immediately for laundering. Remember...all nap items must be **LABELED**.

#### ***6.4 Personal Belongings***

Each child loves to bring possessions to preschool, and some find it difficult to leave the personal items at home. However, we must enforce the following policy when it comes to items from home.

Only personal items requested by the child's teacher should be sent from home for the care of the child. Toys, books, money, jewelry, or any other personal items **MUST** be left at home unless the teacher has specified otherwise for show and tell or other special classroom activities. Play guns, knives, and other objects, which encourage violence or unruly behavior in play, are not permitted at any time. We request that items from home not exhibit violent play characters or be decorated with symbols or objects promoting violent behavior. The Center is not held responsible for any lost or stolen items.

## **7. CLASSROOM POLICIES**

#### ***7.1 Birthday Parties***

Birthdays are milestones in a child's life and are indeed a reason for celebration. A child may celebrate his or her birthday in class, with arrangements made a week in advance with the child's teacher. Parties are voluntary and should be simple. At this tender age, children feel left out, and feelings are hurt easily. Considering this, we request party invitations not be dispersed in class, unless each child is invited. Parents may obtain a class list from the center office with a one-week notice. Additionally, addresses of consenting families may be obtained through the office.

#### ***7.2 Television in the Classroom***

All Pre-K classrooms are equipped with televisions and DVD players to use for various special occasions, learning applications, and for holiday parties. All shows, movies, or educational items in the preschool classroom must have the rating of G only.

#### ***7.3 Daily Schedule***

Each class has a daily schedule posted inside the classroom, on the class "Parent Board" along with each month's calendar, field trip information, class letter and special notices. The center website also contains this information for you to access from home [www.bethesdacdc.org](http://www.bethesdacdc.org)

Teachers schedule activities for their classrooms geared towards the children's ages, interests, and abilities. The classroom environment is appropriate for the health, safety, and well being of each child. Classroom activities are flexible and promote a child's physical, emotional, social, mental, and spiritual growth.

Each classroom schedule is posted on the "Parent Board" and provides:

- Alternating "active" and "quiet" activities
- Opportunity for individual and group activities
- Outdoor time AM and PM, weather permitting
- Snack and Lunchtimes
- Two-hour rest period

### **7.4 Character Development / Training**

Bethesda CDC Discipline Outline is distributed and verbally reviewed with each staff member during pre-employment orientation.

- **Preschoolers Development:** Children act out for many different reasons. A child may display aggressive behavior, for example, because of social immaturity, distress at home, adjustments, or anxiety in the classroom. In any case, training must be taken seriously and handled with understanding. Positive redirection is the first measure of discipline to be taken. If a child shows signs of aggressive behavior while playing in the fine motor skills area, the child will be directed to a place where he or she can act out anxieties in a large motor skills area. Each child is different, and each situation is different. It is the responsibility of the teacher to use positive redirection with children and lead them to activities that best suit their needs.

*A gentle reminder: Preschool aged children will make many mistakes every day. Be patient with your little one. Every day is a new day.*

- **K1 & K2 Character Development and Training Procedures**

The Center wants to encourage and praise children for their positive choices and recognize them. Our goal is to lay the foundation for building Godly character in our children. Character traits we focus on in preschool classes are Listen, Obey, Work Hard, Share, and Self-Control.

To help train and correct choices/behavior in our younger classes, we use the following procedures.

1. Redirection
2. Break / Time Out in the Classroom
<i>Steps 1 &amp; 2 will possibly repeat numerous times during the day, depending on the child, age and the situation.</i>
3. Behavior Awareness Notice and Possible Separation in the office for a short time if needed.

**Character Development Parent Notice for K1 and K2:** The character awareness form is to inform families of the traits and specific areas your toddler needs work on and had a tough time with for that day as well as ones they have done well. If parents/guardians would like more information to help work with specific areas, please ask our office.

**Severe Behavior:** When a child has needs that Bethesda CDC staff is not able to accommodate, the Director will meet with the parents to develop a plan of action. The plan may include outside consultation or reaffirmation at home. Staff will do everything possible to support the child's continued participation at the Center. However, if the child does not progress, parents will be required to find alternative childcare for the well being of the child and his or her fellow students. ***Severe or Violent behavior may also lead to immediate dismissal dependent upon the severity of the action and age of the child.***

**Biting:** Research estimates that about one child in 25 will be a problem biter at some point during their infant/toddler development. The reason for this behavior varies among children and age groups. In infants and toddlers, biting can often be attributed to natural development; teething, exploration, gaining an understanding of cause and effect are often cited.

Biting not associated with normal development is attributed to many factors, including anxiety or a need for control. Frustration is the most cited reason for biting. Children lack the language skills to express the frustrations they may feel due to an inability to operate toys, compete with other children, or interact with the staff. Teaching a child to communicate is essential. When infants and toddlers are still developing their verbal skills, the use of sign language is beneficial in allowing them to express their feelings.

In correcting biting behaviors, staff will state calmly and firmly to the child, "no biting", or "biting hurts," while removing the child from the situation. An alternative to biting is then assessed and implemented to alleviate frustrations.

Parents will be informed when biting occurs; this will take place verbally and through written parent notices. If biting continues or worsens, parents will be called to come to the center office to meet with the Director. Regarding the overall safety and happiness of our students, if a child has a consistent problem with biting, parents will be required to find alternative childcare.

- **K3 – K5 Character Development and Training Procedures**  
The Center wants to encourage and praise children for their positive choices and recognize them. Our goal is to lay the foundation for building Godly character in our children. Character traits we focus on in preschool classes are Listen, Obey, Work Hard, Share, and Self-Control.

1. <b>LISTEN</b> Hear and Increase in learning. Proverbs 1:5
2. <b>OBEY</b> Obey your parents for this is right. Ephesians 6:1
3. <b>WORK HARD</b> Whatever you do, work at it with all your heart. Colossians 3:23
4. <b>TELL THE TRUTH</b> Delight the Lord with truthful ways.

Hebrews 13:16
5. <b>SHARE</b> Do good and share, for God is pleased. Hebrews 13:16
6. <b>SELF-CONTROL</b> Be quick to hear, slow to speak, and slow to anger. James 1:9

To help train and correct choices/behavior in our classrooms, we use the following procedures.

1. Redirection
2. Warning in the Classroom
<i>Steps 1 &amp; 2 will possibly repeat numerous times during the day, depending on the child, age, and the situation.</i>
3. Break / Time Out in the Classroom
4. Separation in the office with a behavior notice sent home.
5. Separation in the office and parents will be notified.

**Character Development Parent Notice:** The character awareness form is to inform families of the traits your child needs work on and had a tough time with for that day. If parents/ guardians would like more information to help work with specific areas, please ask the center office. Information and resources are available upon request as well as on the development center website [www.bethesdacdc.org](http://www.bethesdacdc.org) under parent resources.

**Severe Behavior:** When a child has needs beyond the scope of care for Bethesda CDC staff to meet, the Director will visit with the parents to develop a plan of action. The team will do everything possible to support the child's continued participation at the Center. However, if the child's behavior shows no progress, parents will be required to find alternative childcare for the well being of the child and his or her fellow students. ***Severe or Violent behavior may also lead to immediate dismissal dependent upon the severity of the behavior and age of the child.***

### **7.5 Nap Time**

All preschool children rest from 12 pm to 2 pm each day. Mats are provided by the Center and will be individually assigned to each child. Parents provide a small blanket, small pillow, and one soft toy to make nap time a familiar and comfortable setting. The children are not forced to sleep; however, all children are expected to lie quietly on their mats. After each naptime, nap mats are sprayed and wiped with a disinfectant solution for sanitation.

### **7.6 Nutrition**

Meals and snacks served at the Center exceed nutritional standards required by the State of Texas Minimum standards. All lunch and snack menus are located on the center website at [www.bethesdacdc.org](http://www.bethesdacdc.org) for you to access and print off.

- **Location:** Snacks and meals are served in the child's classroom. Children participate in the preparation of occasional snacks, in coordination with their curriculum as "cooking projects" during the month.
- **Menus and Substitutions:** Lunch and snack menus are given each month. If a child is unable to eat any food item on the menu, parents need to make necessary provisions for their child. Menu substitutions made by the Center will be posted on the main menu next to the office.
- **Milk:** All milk substitutions brought by parents need to come through the center office to receive a proper milk label. It will then be stored in the kitchen and distributed to your child's class at lunch time. Families are welcome to send breast milk or formula for children in our infant classes.
- **Special Diets:** Any food allergies or special diet instructions will need to be submitted to the office and noted on the child's enrollment forms. A copy of these special instructions is posted inside every classroom so that all staff members are aware of unique allergies or dietary restrictions. If an alternative food substitution is needed, we ask that the parents or guardians please provide the food substitution for their child. All children with food allergies must have a completed FARE form on file signed by the physician and parent.
- **Treats from Home:** We request that children not bring treats from home unless prearranged with the child's teacher. The Center exceeds the recommended dietary guidelines for preschool age children in our carefully outlined meal plan.

### ***7.7 Promotion***

The children are grouped first by age, and then consideration is given to individual development. Classrooms are restructured for each new school year in August. Individual promotions may occur throughout the year, as space is available or need arises based on child development. Parents of children who are considered for promotion will be notified of availability.

### ***7.8 Toilet Training***

Toilet training with a child will begin when the child is ready. Teachers will work closely with parents to help the child succeed. The following are signals teachers will be watching for:

- When the child is accustomed to the classroom atmosphere and schedule.
- When the child is no longer taking a bottle.
- When the child is physically ready, the child has long, daily periods of staying dry and can control the muscles of the bladder and bowels.
- When the child is mentally prepared, the child understands what is expected and has acquired language and communication skills.
- When the child is emotionally ready, the child is willing to attempt to sit on the toilet.

The Center requires that children only use Pull-ups during naptime. Pull-ups are like diapers and therefore, may hinder prompt toilet training. Parents are required to provide a few full sets of clothing, a shirt, shorts/pants, underwear, socks, and extra shoes for accidents during training.

A gentle reminder...there will be accidents. This should be a positive time rather than a negative one. Please remember that toilet training can be frustrating for both the child and the parents. Harsh discipline should be avoided.

*\*All children enrolling or promoting to a **K4** or **K5** preschool class are required to be fully potty-trained wearing proper undergarments all day.*

## **8. CENTER POLICIES**

### **8.1 Arrivals and Departures**

Bethesda Child Development Center opens at 6:30 am. Due to our licensed hours of operation, parents or children may not enter the building before 6:30 am. Parents must accompany children to their classrooms when entering the facility, and children must be picked up in the same manner. The child must be signed in and out by an adult (approved on the student's Application for Admission Pick-up List) arriving with the child or departing with the child. Parents need to check their child's locker, hook, or cubby for personal belongings, classroom work, and daily reports going home each day. Only children enrolled at Bethesda Child Development Center are permitted to be present in the preschool wing, unless accompanied by a parent or guardian of an enrolled child.

Arrivals and departures can be difficult for children. Suggestions for making this transition a smooth one is listed below:

- Separation is easier for both parent and child if the parent says "good-bye" in a positive and happy manner and leaves quickly without hesitating or looking back. If a child cries now of separation, he or she will seldom continue for more than a few minutes. If a parent draws out the leaving process or communicates his or her anxiety, it can cause the child to continue to cry for a lengthier period. Instead, parents may view their child on the Video Monitoring System or listen to their classroom on the Audio Monitoring System. Parents are welcome to view their child in the classroom on the video and/or audio monitor in the center office at any time.
- Bribing a child with candy or treats if he promises not to cry is not advised. Adjustment periods are normal, but they can be made relatively smooth with positive support from parents.
- Departures, as well as arrivals, are easier for children if they are done quickly. If parents have lengthy questions for their child's teacher or the Director, a conference can be set up in the center office. Any progress reports or evaluations are handled at times other than arriving or departing, such as a prearranged parent/teacher conference.

### **8.2 Attendance**

The time children are in attendance will be recorded on weekly attendance sheets. Parents are required to sign their child in and out each day. Attendance sheets are essential to validate the number of students always present in each classroom for the snack and lunch count, supplies, and to arrange adequate staffing for the Center. Additionally, documentation on the attendance of each child at the Center is required by state licensing.

### **8.3 Authorized Pick-Up**

When a child is enrolled at the Center, parents must specify in writing on the Application for Admissions who will be permitted to pick up the child with their corresponding driver's license number. Proper identification, with a picture ID (driver's license), of unfamiliar persons, will be checked at the Center office before children can leave the Center. Children will not be permitted to leave with anyone who is not properly identified as an authorized pick-up.

### **8.4 Visiting**

Family members are invited to visit their children or grandchildren at the Center if their schedule permits. We only ask that parents not be a distraction to daily events and routines. Adult communication must be positive and appropriate while in the presence of children.

It is important to remember that at specific points in a child's development, it is more difficult for him or her to let go twice in the same day. Special notes or cards may be sent for the teacher to share with the child, for those parents not able to come into the Center during the day physically. Parents may also view their child's classroom on the video-monitoring system in the office.

### **8.5 Nursing Mothers**

Any nursing mother is welcome to nurse their child in our infant classrooms; there are comfortable chairs available for their use anytime. There is also a separate nursing mother's room available with comfortable seating for moms to use.

### **8.6 Center Closings**

Bethesda Child Development Center is a year-round operating program. Therefore, no credit will be given for holidays and inclement weather days.

- **Inclement Weather:** Bethesda Child Development Center will follow Birdville Independent School District for inclement weather closings and delays. Birdville Independent School District closings and delays will be broadcasted on major television and radio stations.
- **Holidays:** The Center will be closed the following legal holidays, with no tuition credit given. A full week's tuition is due during weeks that include holidays.
  - New Year's Eve – 4 pm Closing
  - New Year's Day
  - Good Friday
  - Memorial Day
  - Independence Day

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

\*If the above holidays fall on a weekend, the Center will be closed the Friday before or the Monday after. For example, if the holiday falls on a Saturday, we will be closed Friday, and if the holiday falls on Sunday, we will be closed Monday.

### ***8.7 Dismissal from the Center***

Any child will be dismissed from the Center:

- When the parent consistently fails to comply with the Bethesda Child Development Center policies or any additional regulations established by Bethesda Community Church.
- When the Center is not able to meet the physical, intellectual, or emotional needs of the child.
- When a physician advises dismissal.
- When enrollment is under fraudulent circumstances.
- When an account becomes delinquent, two weeks or more.
- When parents consistently do not leave good emergency numbers and cannot be contacted when needed.

All policies are intended to ensure the wellbeing of every child at Bethesda. Your cooperation in observing them will help us give your child the best possible care.

### ***8.8 Early and Late Departure***

The Center opens at 6:30 am; children will not be received until that time. Children arriving earlier than 7:30 am will be received by a teacher in an early morning room. After 5:30 pm, children will be grouped in a pick-up room of their age grouping, i.e., children in a K2A, K2B, and K2C class will combine into one evening classroom.

**Bethesda closes promptly at 6:00 pm** Parents who have not picked up their child by 6:00 pm will be charged a late pick-up fee of \$1.00 per minute for each child.

### ***8.9 Emergency Evacuation***

Emergency evacuation plans are posted in each room. The facility has fire drills at least once a month, where the children are trained to evacuate the building in three minutes or less. Additionally, the Center conducts severe weather drills every other month. During severe weather, the Center stays informed of current weather conditions by listening to the National Weather Service reports on a weather radio.

Lock-down drills are conducted quarterly. Teachers and children practice being locked in their classroom and remaining quiet until a proper authority comes to release them. Bethesda is in direct communication with Haltom

City Police and local authorities to maintain the safety of our facility on a weekly basis.

If we are required to vacate the premises for any reason, we will first attempt to contact parents if time is not a factor. If time is a factor, we will begin loading children on vans and buses and transport them to Glenview Baptist Church. Attempts to contact parents will be made from Glenview. We will reside at Glenview church until clearance has been declared by the proper authorities to return to our facility.

***Glenview Baptist Church***  
4805 NE Loop 820  
Fort Worth Texas 76137

### ***8.10 Important Numbers***

#### **Bethesda Child Development Center**

817- 581-6784  
817- 581-5139 fax

#### **Bethesda Community Church**

817- 281-6350  
817- 281-1560 fax

#### **Bethesda Christian School**

817- 281-6446

### ***8.11 Legal Issues***

State guidelines, as well as Bethesda Community Church policy, require that the Center be a smoke free, alcohol free, weapon free, and drug free environment. As well as the facility being in a gang free zone. Discretion will be used when releasing children to anyone who shows signs of being under the influence of alcohol or drugs.

Parents must provide legal documentation to the Center or pertinent information regarding children such as restraining orders, custodial documentation, change in persons who can pick up children, and any other sensitive information that could affect the child. Please understand that we operate within legal guidelines set by the courts. Children's records are kept confidential and are the property of Bethesda Child Development Center. If personnel is subpoenaed, there will be a charge of \$25/hour per person placed on the individual's account, who is listed on the subpoena. If records are subpoenaed or copies of records are requested, there will be a charge of \$25/hour, with a one-hour minimum.

### ***8.12 Security***

Bethesda Child Development Center has an audio and video monitoring system installed in each classroom. A parent or guardian may view this system at any time in the Center's office. Security mirrors are installed to view the entry doors and hallways. The only unlocked doors, with entry from

the outside, are the center carport entry door (on the south side of the church building) and the school and church atrium entry door (located on the north side of the church building) for limited access into the building. Bethesda has a crisis management plan in place for the campus and is available for viewing any time upon request.

All staff has a thorough background investigation, submitted through the state of Texas, as required by licensing as well as FBI fingerprinting. Additionally, all staff members are thoroughly investigated during the interview process. Upon the successful completion of this thorough inquiry, the Director will personally interview the prospective staff member.

Bethesda CDC carefully screens those who join our staff. Our parents and children have grown to expect the quality, Christian environment we offer. We know that only through the grace of God, we can provide quality care to our families. Our Center is as blessed as the staff that God provides and He is always faithful.

### **8.13 State Licensing**

Licensing information and details concerning all legal requirements for our facility are located on the parent bulletin board next to the office. The state licensing website is available to you anytime at [www.dfps.state.tx.us/child\\_care/](http://www.dfps.state.tx.us/child_care/).

The state of Texas Licensing board inspects the facility yearly, and we are accountable to the minimum standards put forth by the state at these inspections. The Tarrant County Health Department also inspects the facility and the kitchen for proper sanitation procedures and food handling procedures maintained by our staff.

### **8.14 2020 – 2021 Handbook Amendments Revised 4/2021**

*The following amendments apply to the 2020-2021 school year because of COVID-19. They are subject to change dependent upon guidance from Texas Health and Human Services as well as the Tarrant County Health Department. Any changes will be communicated to all families through email correspondence.*

#### **2.2 Pandemic Tuition Policy**

Should the Center need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the Center is closed longer than two weeks, 50% of the tuition will be due.

#### **3.4 Field Trips**

There will be no off-campus field trips.

#### **3.7 School-Age Children**

After School Transportation will not be offered from area elementary schools.

### **5.1 Illness Exclusion**

Children will not be admitted into care if they have the following symptoms: The same exclusion policy applies to all staff members.

Cough  
Difficulty Breathing  
Chills  
Muscle Pain  
Headache  
Sore Throat  
Loss of Taste or Smell  
Diarrhea  
Fever greater than or equal to 100.4

When children or staff are ill, they must not return to the facility until they are symptom free without medication for 24 hours or with Dr. authorization.

### **5.3 Personal Protection Equipment**

Personal Protection Equipment such as masks or face shields is not required of children. Children are welcome to wear PPE to the campus above the age of two if desired by the parent.

Personal Protection Equipment is recommended but not required for all staff members on our campus.

### **7.6 Disposable Items**

Disposable items such as cups, spoons, and plates will be used when serving meals to reduce the risk of cross contamination.

### **8.1 Arrival Procedures**

Upon arrival, all children will be subjected to a health screening, including a no-contact temperature check. If the child presents a temperature at or above the normal or shows possible signs of illness, the child will be excluded from care. Children will be dropped off outside the entrance and escorted to class by a staff member. Parents/Guardians will be asked to remain outside the facility but granted access when necessary.

### **8.4 Volunteers / Visitors**

Parent volunteer opportunities and campus visits will not be offered, and visitors to the campus will be kept to a minimum.

### **8.8 Shared Spaces**

The Center will avoid combining classrooms or mixing children between classrooms unless necessary.

