

We are so excited to announce our new after school care, First Kids. If you are looking for a safe, fun place for your child EVERY afternoon, this is it!!! You do NOT have to be a member of First Baptist Church to attend.

We will start Thursday, August 16th at 3:30pm-5:30pm.

First Kids will be for children Kinder through 5th grade.

Children will have the option to be bused to First Baptist Church EVERY afternoon. They will be provided a snack, have play time and homework help will be available.

The cost will be \$130/month and \$110/month for additional children.

You will need to fill out the medical release form in the packet provided. The form MUST be notarized!!! Notarization can be obtained at the church office during business hours at no charge.

Spots are first come first serve!!! Space is limited!!! The first 15 kids to sign up will be accepted all others will be put on a waiting list.

You will need to have ALL paperwork filled out before your child is completely signed up.

All First Kids staff are First Aid/CPR/AED certified and have extensive experience in working with and teaching school aged children.

First Baptist Church: Mother's Day Out/ First Kids Parent Information Sheet

205 West 8th Street
Plainview, Texas 79072
806-288-8418

Director: Erica Hasteley

Philosophy and Goals

Our goal is to help children grow emotionally, socially, physically, intellectually, and spiritually. We take care in selecting a well-qualified staff possessing a true love for children. Our teachers and aides provide an environment in which personal attention, acceptance, love, and security are abundant. We assure you that your child will be given the best care and attention.

Tuition

Tuition is \$130 a month. If you have more than one child registered in our First Kids , the second child is \$110 per month.

Tuition is due the first school day of each month and will be considered late after the 10th of the month. A late fee of \$5.00 will be added to your amount due for each school day after the 10th that we do not receive payment. If you have a special problem making payment, please let the office know. Make checks payable to First Baptist Church MDO. Checks can be turned in to Erica or the church office. You will be charged a \$35.00 return check fee if your check is returned unpaid for any reason.

If tuition is consistently late, your child may be asked not to return to the First Kids care.

Hours

- After school care will begin Thursday, August 16th, 2018, and run through Thursday, May 23rd, 2019.

First Kids is held from 3:30-5:30 Monday through Friday, from August through May.

Transportation will be provided by PISD if needed. You must fill out a bus form with your current school. Your child/children will be transported to First Baptist Church FLC, 7th and Baltimore St. This will be where you will pick up your child/children every afternoon. Late pickup charges are as follows: a \$5.00 charge for the first 10 minutes after 5:30 and a \$5.00 for every 5 minutes thereafter. If an emergency should arise that keeps you from picking your child up on time, please call the church office, 296-6318.

For security purposes, the outside doors will be locked each day after all children have arrived. If you would like to pick your child/children up early, please make the director aware of this so that they may be looking for you and can unlock the doors for you.

Staff

All First Kids staff undergo a yearly background check and sex offender check, are First Aid/CPR/AED certified and are required to have either a teaching certification or possess extensive experience in working with and teaching school aged children.

Bad Weather

We will follow Plainview Christian Academy's and Plainview ISD's rulings when it comes to canceling or the early release of First Kids due to inclement weather. If PCA or PISD does not have classes, we will not have First Kids.

If they have an early release time, we will still have First Kids. The children will still be bused to the FLC where they will be cared for until 5:30pm.

If First Kids does not meet due to bad weather, you will not be credited any of that month's tuition costs.

Sign-In Sheet

Your child will be checked in each day as they arrive by a member of our staff. You will be required to sign your child/children out during pick up. Also, if someone other than yourself will be picking up your child that afternoon. Please let the Director know by calling the church office or sending a signed note. That person **MUST** be on the pick up list.

Pickups

Please let the director know if someone other than yourself will be picking up your child. If during the day this changes please call the director and let her know. We will ask to see the driver's license of persons other than parents. Be sure those picking up your children are aware of this.

You will be asked to list all persons that are allowed to pick up your child on your child's registration form. If you need to add others to this list during the school year, please let the director know. Likewise, if someone needs to be removed from your child's pick up list, please let the director know immediately.

Children will NOT be released to those not on the list unless prior arrangements have been made with the Director.

If there is a custody dispute and/or restraining order, parents must provide a copy of the court's custody decree and/or restraining order. This will be kept confidential in the child's file.

Illness and Absence

If your child becomes ill while at First Kids, you will be contacted to make arrangements to take your child home. The child will be isolated (removed from their classroom) and made as comfortable as possible while awaiting your arrival. Our care does not have proper facilities to treat sick children. Calls will be made home if your child is running a temperature of 100.5 or higher, throws up while at First Kids, and/or displays continual signs that they aren't feeling well (extreme fussiness, lethargy, etc).

If your child is sick, please keep them at home. Do not send your child to First Kids while they are running a fever. Please keep your child at home if he/she:

- Has a fever or has had a fever in the past 24 hours.
- Has diarrhea or has had diarrhea in the previous 24 hours.
- Has a heavy nasal discharge.
- Has a constant cough.
- Is cranky, irritable, or not acting like him/her self.
- Have symptoms of a possible communicable disease.
- Vomiting in the previous 24 hours

If your child has allergies that are constant, you may bring a note from his or her doctor stating that the child is not contagious. However, please be sure your child is feeling well. Children who do not feel well are much more comfortable at home.

Children will not be allowed to attend First Kids or return to the care with live lice. Please contact the Director immediately if you discover your child has lice. We will notify the students in the class and we will take precautions to prevent the spreading of lice.

Parents will be notified of exposure to diagnosed cases of communicable diseases. Please notify the director if your child has a confirmed communicable disease so that we may notify other parents.

We take great precautions to keep your children well and healthy and follow state licensing requirements for cleaning and sanitation of all our facilities.

Immunizations

Your child must be current on all immunizations. We must have a copy of their immunization record on file before they can attend.

Medication

It is a state law that all medication must be given from the original bottle with the prescription label on it. For prescription drugs, they must be labeled with the name of the child, name of physician, prescription number and date, name of medication, dosage, and frequency, and be in the original container.

For non prescription drugs: the parents must label non-prescription medication with the child's name, dosage, and the date the medication was brought to the church. Non prescription medication must be in the original container. Medicine must be administered according to the label direction.

Note: In the case of ongoing medications (such as asthma medications or decongestants), we will need a statement from the physician with his/her signature on the statement. We will be able to keep that on file for 6 months. After 6 months we will need to renew the statement.

If the medication is for a communicable disease, the child needs to be on the medication for at least 24 hours before the child can return to First Kids. Always follow doctor's recommendations for how soon your child should return to activities, such as First Kids.

First Aid/Accidents

FBC's First Kids staff is trained in basic First Aid/CPR/AED and can attend to minor scrapes and bruises. For all minor injuries, parents will be notified at the end of the day and the parents will be contacted by phone if we feel it necessary or if there is concern regarding the seriousness of the injury. In the event of a more serious accident/injury, immediate steps will be taken to contact the parent. In the event of an emergency, 911 will be called.

For accidents that occur during First Kids hours, an accident report will be filled out and placed in your child's file. You may be asked to sign this document.

Note: The FBC Medical Consent Form you fill out at the beginning of each year gives FBC permission to take your child to the hospital/call 911 in the event of a serious injury. Please be thorough on these forms as they will be of great importance should your child have to be taken to the hospital (for instance, please be sure to list any drug allergies and all current medications your child is taking, as well as any ongoing medical issues your child has).

Absence/Drop Policy

If your child is absent due to illness or misses for other reasons, your tuition rate for that month will NOT be prorated. Because the after school care must be in operation and the expenses met whether your child is there or not, you are not allowed to just "drop" a month and then return the next month. If your child must be absent from school for a full month, you may retain your reservation by paying the monthly fee. It is always best to let the director know when your child will not be in attendance. If your child has not attended in more than 2 days and you have not yet paid that month's tuition, and have not alerted the director of special circumstances, your child's spot may be given to the next child on the waiting list (in which case you will still be required to pay the current and following month's tuition per our drop policy).

If your child must drop out of the after school care during the school year, a withdraw slip must be filled out on the child and you must pay the current month's tuition, as well as the next month's tuition in full. If your child drops out of the care, they may not return the next month.

Behavior/Disicpline Policy

The reason for discipline is to teach children self-control and to keep all children safe while at First Baptist Church's after school care.

Parents are liable for the charges which result from damage to First Baptist Church facilities caused by their child.

If they are having problems with their behavior the following steps will take place:

1. The child will receive two verbal warnings before time out is given
2. If the unacceptable behavior continues after the verbal warnings, and timeout will be given.
3. If the behavior still continues and another timeout will be given, etc.

Time out policy: This will be used to provide a cooling off period for children. Teachers will talk with the child as to why time out was given and will talk to them about what else could have been done to change the inappropriate behavior.

When a child cannot demonstrate acceptable behavior using the normal discipline plan, the following procedure will be used:

1. The child will be removed from the group for a time out period. The teacher will document and report all time out guidance given to a child and the reason for it.
2. If behavior problems persist, the teacher will ask the parent for a conference to discuss options for both the parent and the teacher to help in correcting the child's behavior. The parents are expected to cooperate with the staff by attending the conference and supporting the decisions made during the conference. The teacher will document and report the decisions made during the conference. The First Kids director, as well as the FBC Children's Minister, may also be present during conference times.
3. Severe behavior problems can lead to a child's dismissal from the care. Here are behaviors that will not be tolerated (of course, a child's age is always considered):
 - Continued use of foul or offensive language
 - Hurting other children or staff
 - Extreme verbal abuse/disrespect
 - Biting/spitting
 - Destroying property
 - Kicking, hitting, fighting
 - Running away

In the instance that these behaviors are demonstrated, parents will be notified.

The following steps will be taken in regards to severe behavior problems:

First offense: At this time, we will discuss a plan of action to correct this behavior problem; this will be considered as the child's first warning.

Second offense: If the problem persists you may be asked to pick up your child and remove him/her from our care for the remainder of the day.

Third offense: Continued severe behavioral problems will result in your child being dismissed from our care permanently.

If a child is behaviorally or emotionally out of control, you will be called to pick up the child. Out of control means that the staff cannot console or control the child without physical restraint or that the child requires continuous one on one care for an extended period of time.

Child Abuse Detection and Reporting

State laws govern reports of suspected child abuse; therefore, it is the responsibility of all staff members to report suspected cases of abuse or neglect. However, staff members who are required to make such notification are not liable in either civil damage or criminal prosecution cases as a result of making a report.

If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense, and the professional has cause to believe that the child has been abused, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is victim of an offense. A professional may not delegate to or rely on another person to make the report. To make a report to the Department of Family and Protective Services call: 1-800-252-5400 or visit www.dfps.state.tx.us/Contact_Us/report_abuse.asp.

The identity of those professionals making reports is confidential. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents. However, staff members who make a report of child abuse or neglect must immediately report it to the Director. This is for notification purposes only and to protect the best interest of First Baptist Church's after school care.

As a parent, you will be kept accountable to the guidelines specified in this document. We ask that you sign a statement (found on the registration form) stating that you have read and agree to the guidelines set forth by First Baptist Church after school care. We look forward to a great year with you and your child! Thank you for sharing your greatest treasure with us!

First Baptist Church Mother's Day Out / First Friends
Kinder through 5th grade
2018/2019

HOURS: 3:30 pm until 5:30 pm Today's Date: _____
Child's Name: _____ Birthday: _____
Current grade level : _____
Name child prefers to be called: _____ Home Phone: _____
Address: _____ City: _____ Zip Code: _____
Father's Name: _____ Employer: _____
Daytime Phone: _____ Cell Phone: _____ Email Address: _____
Mother's Name: _____ Employer: _____
Daytime Phone: _____ Cell Phone: _____ Email Address: _____
Siblings: Name _____ Birthday _____
Name _____ Birthday _____
Name _____ Birthday _____
Party Responsible for Payment: _____

Two persons who can be reached in case of an emergency (Parents will be called first):

Name _____ Daytime Phone: _____ Cell Phone: _____
Name _____ Daytime Phone: _____ Cell Phone: _____

Child may be released to (other than parents):

Name _____ Phone: _____ Drivers Lic #: _____
Name _____ Phone: _____ Drivers Lic #: _____

Allergies: _____

Child's Physician: _____ Phone: _____

Does your family attend church? _____ If yes, where _____

Parent Signature: _____

**We will also need a notarized medical release form on your child
(this can be done at the church office at no cost.)**

OFFICE USE ONLY:

DATE: _____ CHECK #: _____

Please continue to back



By signing this document, I am acknowledging that I have read and agree to the 2018-2019 policies and guidelines outlined in the First Baptist Church Mother's Day Out/First Friends Parent Information Packet.

Print Name: _____

Sign Name: _____

Child's Name: _____

Date: _____

**First Baptist Church
Plainview, Texas 79072**

Consent, Waiver and Release Agreement

State of Texas
County of Hale

Know all men by these present; that

The undersigned, (or parent or guardian) _____

Whose address is _____

for and in consideration of being allowed to participate in the programs and activities of First Baptist Church, Inc., Plainview, Texas being sometimes herein referred to as the "Church" including, but not limited to, programs of the Activities Ministry of the Church, and excursions or field trips sponsored by the Church or any of its related suits and/or actions which may hereafter be instituted by the undersigned for damages resulting from illness or injuries of whatsoever nature sustained by the undersigned or participant while participating in the activities of the Church or any related undertaking, this Agreement shall be urged and taken advantage of by the Church as a bar to any such recovery by the undersigned on account of any injury of illness or injury sustained.

For the same consideration above recited, the undersigned does hereby release and discharge First Baptist Church, Inc., its representatives, agents, servants and/or employees of account of any injuries or illness sustained to or by the undersigned by whatever cause or reason; and the undersigned does hereby agree to hold harmless and indemnify the said First Baptist Church Inc., its agents, servants, representatives, and/or employees against any loss, damages or costs of whatsoever nature which it or its agents, servants, representatives or employees may suffer as a result of any action, claim or demand by the undersigned or by any other person on behalf of or for the benefit of the undersigned.

This Agreement shall insure to the benefit of and be binding upon the respective heirs, successors and assigns of the parties hereto.

The Church does not carry any insurance to cover the illness or injury of any person, and by the execution hereto, the undersigned acknowledges such fact.
(to be signed in front of notary)

Executed this _____ day of _____, 20 _____

Participant Signature/(if under 18 Parent or Guardian)

Personal Information:

Name of Individual _____
Address _____ Phone number _____ Date of Birth _____

Parents' Information if Under 18 Years of Age:

Name of Parents _____
Address of Parents _____
Home phone # _____
Mother's Employer _____
Employer Address _____ Phone # _____
Father's Employer _____
Employer Address _____ Phone # _____

Insurance Information:

Name of Medical Insurance Company _____
Policy # _____ Medicare? _____ Policy # _____
Doctor Preference _____
Doctor's address _____ Phone # _____
Hospital Preference _____
List any Allergies: _____
List Medications Individual Takes: _____

In case of emergency, contact: _____ **Phone #** _____

In the event of accident or illness concerning the above named, First Baptist Church, Inc., will use its best effort to contact the person named immediately. In the event that person is not immediately available, the Church is authorized to secure such medical attention and care for the child as under the circumstances to the Church may seem proper, and if reasonably possible, the above named preferences shall be adhered to. The parents or guardian of minors shall assume full responsibility for all medical bills, doctor bills, and hospital bills, it being understood and agreed that pursuant to the Consent, Waiver and Release Agreement on the reverse side hereof, First Baptist Church, Inc., its agents, servants, and employees shall not be responsible or liable for any injuries, sickness or other medical problems of the above named child.

The Church does not carry any insurance to cover the illness or injury of any child, it being the parent's responsibility to furnish such insurance as the parent may desire.

PERMISSION FOR TREATMENT
(to be signed in front of notary)

My permission is granted for the sponsors of First Baptist Church, Plainview to obtain necessary medical attention in case of sickness or injury to the above. I, the undersigned, do hereby verify that the above information is correct.

Signature _____ Date: _____

State of Texas
County of: _____

Before me, on this day, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and in my presence executed the within and forgoing permission and release form.

Witness my hand and official seal this _____ day of _____, 20 _____.

Notary Signature

My Commission Expires _____