



MBC Explorers
Child Development Center

Parent Handbook

2017-2018

Memorial Baptist Church
600 W Sterling St.
Baytown, TX 77520
281.427.1725 x 223

Memorial Baptist Church Services

Sterling Campus

Memorial Baptist Church
600 W. Sterling St.
Baytown, TX 77520

Sundays

9:30am Bible Study
10:45am Worship Service
10:45am Children's Bible Study (1st-5th grade)
10:45am Extended Care (Birth – Kinder)
10:45am Insanity (Kinder – 5th grade)

Wednesdays

6:00-7:15pm Awana (2yrs – 6th grade)
6:00-7:00pm Ethos Youth Worship (grades 7-12)
6:15-7:15pm Pastor's Bible Study & Prayer

North Campus

Memorial North
8225 N. Highway 146
Baytown, TX 77521

Sundays

9:30am Worship Service
9:30am Kid's Cove (Birth – Kinder)
9:30am Kid's Outback (1st-5th grades)

Wednesdays

6:30-7:45 pm
Awana/Children /youth

Memorial Contacts

Randy Piatt
Senior Pastor
randy@memorialbaytown.com

Kim Hooper
Minister to Children
Kim@memorialbaytown.com

Andrew McDaniel
North Campus Pastor
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Alan Beck
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Education
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Will King
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Joel Davis
Minister of Music
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Dear Families,

Welcome! The Explorers Child Development Center was established by Memorial Baptist Church in order to provide preschool education for children ages 6 months through 4 years in a Christian environment.

Our philosophy is very simple. We strive to provide an opportunity for young children to work and play together in a friendly, happy, Christian atmosphere. Children will be encouraged to gain new skills, form good habits and learn to be a responsible member of a group. Explorers provides a full, flexible, open-ended program for children who are ready for many experiences. Children will be given opportunities to explore and interact with a variety of materials. They will be allowed to explore through creative art activities, dramatic play, science experiences, music and creative movement.

The children will be guided daily by teachers who are keenly aware of the many opportunities to religiously interpret everyday experiences. The school is regarded as a part of the total program of Memorial Baptist Church and assists the church in its responsibility to the community to give Christian training.

The Explorers program works closely with parents through orientation, monthly newsletters, special events and parent conferences to provide a comprehensive program for the whole child: socially, emotionally, physically, intellectually and spiritually.

We sincerely hope your experience with us will be memorable for you and your family. Please take time to read your Parent Handbook for an overview of our special approach to learning for young children, our policies and procedures. Should you have any questions or concerns, please feel to contact us at 281-427-1725 ext 223.

We are pleased you chose our school for your children!

Warm regards,

Judy Piatt

Preschool Director

judy@memorialbaytown.com

Goals and Objectives

Curriculum is the total program a child experiences while enrolled at Explorers Child Development Center. It includes the daily schedule, planned activities, daily routines such as eating and toileting, free play, outside time, creative art, science, music, story time, gross and fine motor activities.

The objective of curriculum planning is to provide activities for all areas of a child's development: physical, emotional, social and cognitive through an integrated approach. Believing that children learn concepts and life skills best with a "hands on" approach, the teachers plan activities that involve the children in experiential learning.

Explorers provides learning in an atmosphere where the child feels loved and accepted for his/her uniqueness. A wide variety of resources are used to plan activities for the children. Themes are planned for the year and teachers meet regularly by age groups to share ideas for implementing the program in their efforts to meet the needs of all the children.

Our goals are to provide an opportunity for young children to live, work and play in a friendly, happy Christian environment where there are opportunities for the children to gain new skills and appreciation, form good habits and learn to be responsible members of a group.

"Knowledge is not something that is given to children as though they were empty vessels to be filled. Children acquire knowledge about the physical and social worlds in which they live through playful interaction with objects and people. Children do not need to be forced to learn; they are motivated by their own desire to make sense of the world"

**National Association for the
Education of Young Children:**
Position Statement on
Developmentally Appropriate
Practices

The Explorers program strives to provide a developmentally appropriate curriculum. Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children and materials.

MBC EXPLORERS
PARENT HANDBOOK

- **Registration and Admission**

Registration begins in March of each year. Memorial Baptist Church families and families with children in the current session are eligible for priority registration. Registration is then open to the public and will continue as long as there are openings in the classes. A **non-refundable registration fee** must accompany the application.

- **Days**

5 day program is Monday through Friday

4 day program is Monday through Thursday

2 day program is offered Monday/Wednesday or Tuesday/Thursday

- **Months**

August through May (school ends when GCCISD closes for summer vacation)

- **Hours**

Day School begins at 9:00 a.m. and ends at 2:00 p.m. Teachers are not prepared to receive children until 9:00 a.m. Please be prompt at both drop off and pick up times. Extended Care is available from 7:00 a.m. until 9:00a.m. and 2:00 p.m. until 5:00 p.m. by reservation. An additional fee will be charged for this service.

- **Holidays and School Closings**

A list of holidays/closings will be given out at the beginning of the school year. If Goose Creek Consolidated ISD closes school because of weather or acts of nature, Memorial Baptist Explorers will also be closed. Announcement of such a closing in GCCISD will be made via news media. In addition, if the school is under a shelter in place order given by the City of Baytown, no one will be allowed to enter or leave the building until that order is rescinded.

- **Tuition**

Tuition is based on the total charge for the school year. Tuition has been divided into 10 equal payments beginning in August and continuing through May 10th. Monthly tuition is due the first of each month. Payments made after the 10th of the month will be charged a \$20.00 late fee. Tuition is the same each month **regardless** of absences, vacations, holidays or natural disasters. If payment is not made by the end of the month your child's enrollment may be terminated. There will be a \$20.00 charge for insufficient funds. Payments made resulting from an

insufficient check must be paid in cash or money order. If a child withdraws from school after April 15, the payment for May tuition will be due.

- **Parental Code of Responsibility**

Memorial Baptist Church Explorers has clear and appropriate expectations of both children and staff. We also have clear and appropriate expectations of our parents. Working in partnership with us, we encourage your involvement, seek your support and understanding and appreciate your hope and vision for your child's future. The school is your child's home away from home. We want your child to feel safe and secure here and we want you to feel welcome at any time. Your interaction with our teachers, staff and administration translates into improved care of your child. We expect that you will:

- communicate directly with the appropriate teacher should you have concerns or questions regarding your child's progress
- communicate directly with the administrative staff if you have any concerns and/or problems with the operations of the school.
- read everything that comes home
- be familiar with school rules and expectations
- make every reasonable effort to get your child to school on time and on a regular basis.
- remember a hurried child is a stressed child
- refrain from using profanity
- smoking is not permitted on premises
- refrain from entering building intoxicated or under the influence of drugs
- treat all teachers with courtesy and respect

- **Referrals**

It is the policy of MBC Explorers to make referrals to an appropriate resource person or agency whenever it is considered needed. Referrals may be considered for children experiencing difficulties in the following areas: vision, hearing, speech, health, learning, emotional or behavioral. The school will be ready to serve children with special needs unless meeting their physical, emotional or educational needs places an undue burden on the staff and/or school resources. If evaluation determines that the school is not able to meet the child's needs, a recommendation will be made to have the child placed in a more appropriate environment.

- **Timeliness**

Yes, it's true, little ones can actually tell what time it is! Not by looking at the clock, of course, but by their internal clocks that tell when it's snack time or time to play outside. This is why babies cry at 6 p.m. while you are cooking dinner and children want to go to school on Saturday morning. This is also why, even the smallest changes in routine can upset a child's entire day. Even very young children have an internal sense of order telling them what should happen when.

Our fun and busy day starts promptly at 9:00 a.m. When a child arrives late, he/she might miss activities that cannot be made up. While our children can tell time, they can't drive. They are completely dependent on you for timeliness. Help them begin and end their school day in the best possible way.

The Day School day begins at 9:00 and ends at 2:00. Teachers are not ready to receive children until 9:00 unless they attend Early Extended Care.

- **Late Charges**

If you are going to be late picking up your child for whatever reason, please call the school. Children become anxious and concerned when parents are late. If your child is picked-up after 5:00, there will be late fee of \$1.00 per minute of late pick-up. If a child is not picked up by 6:00 p.m. CPS or local law enforcement will be called. If your child is enrolled only in day school they must be picked-up by 2:00. There will be a late charge of \$1 per minute of late pick-up.

- **Absences**

If your child is going to be absent for any reason, please notify the school office by phone or tell your child's teacher.

- **Curriculum**

Each day our students have an opportunity to learn by exploring in our learning centers. The centers include: the home center, blocks, art, dramatic play, science, writing and manipulatives. The student's day will also include group activities such as story time, calendar and games as well as unstructured time for individual exploration. Several resources will be used by teachers to provide curriculum including **Wee Learn, ABEKA, Scholastic, and Frog Street Press.**

- **Chapel**

Once a week the 3 and 4 year old classes will have a special time to experience God's world and learn more about His love. The teachers and children will gather with a minister from Memorial Baptist Church to hear Bible stories and sing about God's love.

- **Breakfast**

Only children attending early extended care before 8:00 may bring their breakfast. We do not provide breakfast.

- **Lunch**

Parents are required to supply a nutritional lunch and drink for each child every day. Please send utensils needed for their lunch. Please do not send foods that need to be heated. Please do not send soft drinks or candy with your child. A frozen cold pack is required for each insulated lunch bag that has perishable foods.

- **Snacks**

Snacks will be provided by Memorial Baptist Explorers. A snack list will be posted daily. Water will be served with snacks.

- **Toilet Training**

All children entering a three year old or older class, must be completely toilet trained. This means **they wear regular underwear, not pull-ups, and ask to use the toilet when needed.** If after two weeks of attendance the staff feels that a student is not toilet trained, the student will be asked to take a leave of absence until toilet training is accomplished at home. The student's place will be held and no tuition will be due during the leave of absence.

- **Health Requirements**

All students must have completed ALL required immunizations and must submit a copy of the record by the first date of attendance. A signed and dated physician's statement is required prior to your child's first day. Tuberculin testing is not required.

- **ILLNESS**

For the welfare of all children, any child who is sick needs to be kept at home. If your child runs a fever, they must be fever-free **without** medication for 24 hours before returning to school. If your child has been vomiting during the night or early morning, he should not come to school. If your child leaves school mid-day with these symptoms, he/she will not be allowed to return the next day.

Your child will not be allowed to attend school if he/she:

- has a fever of 100 degrees or over
- has diarrhea or more than two loose stools during the day
- has symptoms of a communicable disease
- has a sore throat or constant cough

- has a thick, discolored nasal mucus
- has pinkeye, or symptoms
- is vomiting
- has head lice
- is unable to participate in the program, including outdoor activities

If a child is not well enough to remain at school, a parent or someone listed on the release form will be contacted. It is expected the sick child will be picked up from the school within the hour after being called. Please make arrangements in case of an emergency.

- **Accidents**

Our staff is certified in CPR and First Aid. If a minor injury should occur, our staff will administer first aid. An Incident Report will be completed describing the nature of the injury and the first aid procedures applied. The parent will sign this form and it will be put in the child's folder. A copy is available upon request.

If a major injury should occur, our staff will administer first aid, dial 911 for assistance, if necessary, and contact the parents. If parents cannot be reached, the Director and the student's teacher will transport the child to the nearest emergency room or hospital specified on the child's Emergency Medical Form. The school staff will stay with the child until a parent arrives. An Incident Report will also be completed the same as for a minor injury.

- **Medication**

MBC Child Development Center will not dispense any type of medication to the children. In special circumstances (i.e. diabetes, asthma) exceptions will be made on an individual basis by the Director. If medication is necessary during school hours, the medicine must be brought to the school office and a parental consent form must be completed by the parent. **No medicine will be given without the written consent of the parent. Do not send medicine to school in the child's backpack or in a cup or bottle. It will be removed and placed in the office for parent pick-up.**

- **Hearing and Vision**

The State of Texas requires a hearing and vision test on all four and five year olds in a state licensed school. This will be available to you in the fall of the year for a minimal price. If you choose not to participate, you must provide the center with test results from your physician.

- **Fire and Safety**

Monthly fire drills will be conducted. A severe weather drill will be conducted at least once every 3 months.

- **Emergency Preparedness Plan**

The school has an emergency preparedness plan. Our plan covers emergency procedures such as: hazardous material release, tornadoes, hurricanes, fire, power failure, stranger/intruder/shooter alerts. In the event of the need for evacuation of the center, Cedar Bayou Baptist Church has been designated as the alternate site to move the children. It is located at 3116 N. Alexander Drive. The telephone number is 281-422-2172. Students would be transported by teachers and/or church staff. We follow the GCCISD district's guidelines in cases of emergency. If a disaster were to occur, it is important that you listen to the radio or television or check the district's website to see what the Goose Creek schools are doing.

A detailed emergency preparedness plan is available in the director's office for your review.

- **Field Trips**

All activities will remain on campus.

- **Transportation**

MBC Child Development Center will only transport children in the case of an emergency. Parents will be notified immediately after all children are relocated and secure.

- **Water Activities**

Sprinkler play or water table play only will be available. Parents must sign a consent form for a child to participate.

- **Animals**

No animals of any kind will be allowed at the facility.

- **Arrival and Departure**

1. Check child in upon arrival and check them out before picking them up.
2. Check in on monitor and proceed to child's teacher/class.
3. Accompany your child to their classroom, assure them of your return, and leave them immediately to prevent separation anxiety.
4. Check out on monitor and proceed to child's teacher/class when picking up.
5. If someone other than the parent or guardian will be picking up your child at the end of the day, please notify the teacher or director with a note indicating who will be picking up. Your child cannot be released to anyone other than someone specified on the enrollment form or listed on your note. The individual must identify himself/herself with a driver's license.
6. If there is a parent or family member that is **not** to pick up your child due to a custody order, a court order, with the judge's signature must be in your child's file.

7. When entering the church parking lot, watch your speed and refrain from using your cell phone. Do not be on the phone when you are picking up your child.

- **Security and Entering the Church**

Entry into the building is restricted through the use of key cards. Simply hold the key card to the black pad by the door and the doors will open for you to enter. Key cards will be available to registered families the first week of school. There is a two card maximum per family. Replacement cards will be available for a fee of \$5.00 per card.

- **Guidance and Discipline**

Believing that ultimate discipline comes from within and does not depend on external reward or punishment to ensure doing whatever needs to be done we see our task as teachers to involve helping children develop inner discipline. Thus, we must provide reasonable rules, logical consequences for breaking rules and be willing to give more responsibility to the children as they are able to assume it.

- Each child is a precious and important individual who deserves to feel good about himself/herself.
- Children need opportunities to allow them to make appropriate choices.
- Children need limitations that are consistently enforced.
- Children need opportunities to learn responsibilities and fully understand the consequences of their actions.
- When a child exhibits inappropriate behavior, it has been proven that redirecting that child is most effective.

While we must consistently enforce reasonable behavioral limitations, our teachers and staff are trained to respond to inappropriate behavior with insight, sensitivity and skill. Only when children clearly understand their limitations can they learn to make behavior modifications and become responsible for their actions.

The use of physical punishment or harsh language is prohibited. Discipline consists of positive guidance techniques and, if necessary, time out. Time out is limited to one minute per age of child per incident. Time out consists of sitting in a chair facing the group, but apart, still within supervision of the teacher. If persistent discipline problems occur in the same day you will be contacted to pick up your child for the remainder of the day. We reserve the right to request parents to remove their child from the center in the event their child cannot adjust, is persistently disruptive, poses danger to other children or is habitually disrespectful to their teachers. Parents will be notified by a Notice of Concern for each incident. A parent - teacher conference and a parent conference with the director will occur before dismissal.

- **Dress Code**

Dress your child in appropriate clothing for play. Select clothing that is washable, sturdy, and free of complicated fastenings. Select shoes that are comfortable and safe for inside and outside play, i.e. sandals with back straps or tennis shoes. Flip flops & Crocs are not permitted due to safety issues. **Parents are required to provide a change of appropriate clothing to remain at school.** Send a light jacket or sweater to remain at school. All clothing must be marked with the child's first and last name.

- **Change of Address**

Parents must keep the school and teachers informed of any changes of address, e-mail, telephone numbers, etc. of your family's home and work information. Please write down the new information and date it before giving it to your child's teacher and the office. **Current information is vital in case of an emergency.**

- **Rest Time**

All children must have a supervised sleep or rest period after the noon meal.

- **Personal Toys**

Please leave your child's toys at home or in the car with the exception of a naptime security item. If your child arrives with a toy, it will be put in their cubby until it is time to leave.

- **Party Days**

Party days are marked on the calendar. Check with your child's teacher for more information.

- **Birthdays**

You are welcome to send "store bought" cookies for your child's birthday. Please notify the teacher of your plans. You may send birthday party invitations for private parties, but every child must be included.

- **Breastfeeding**

Mothers who breastfeed their child have the right to breastfeed or provide breast milk for their child while in care. We will be happy to provide you a quiet and private environment where you may feed your child.

- **Visitation**

You are welcome to visit the preschool at any time during the center's hours of operation to observe your child, the center's operation, and program activities without having to secure prior approval. You are also welcome to participate in any activities we offer. Please check in at

the Director's office if you want to visit or observe your child's class.

- **Photography/Videography**

Parents, families, visitors are not allowed to photograph and/or video any child other than their own. This includes party days and special events.

- **Parent Conferences**

Parent conferences may be requested by a parent, staff member or Director.

Parents may schedule an appointment with the Director to discuss any questions or concerns about the policies or procedures of the child-care center.

- **Parental Notification**

All information will be sent home in your child's folder including a monthly newsletter which contains pertinent information about school activities and reminders of school policy. Tuition statements will also be sent home monthly.

- **Consumer Product Safety Recalls**

We strive to stay informed and remove any children's products that we consider unsafe or has been recalled by CPSC. Parents may access current recalls at www.cpsc.gov or www.dfps.state.tx.us.

- **Policy Changes**

All policy changes will be mailed to your home for your viewing and an attached parent signature card will be included. Please sign and return the card indicating that you have received and read the information.

- **Gang-Free Zone**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang free zone is located within 1000 feet of our child care center. Certain gang-related criminal activity or engaging in organized criminal activity within 100 feet of our center is a violation of this law and is therefore subject to increased penalty under law.

- **Reporting Child Abuse and Neglect**

All employees of MBC Explorers Child Development Center are required to report their suspicions of child abuse/neglect to Texas Department of Family and Protective Services.

The employees are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report.

All employees are required to attend annual training to identify symptoms of child abuse/neglect and are made aware of State laws governing the reporting of child abuse.

Parents will receive information regarding child abuse/neglect including prevention techniques, indicators of child neglect, and causes for reporting suspected child abuse or neglect.

- **Policy or Procedure Questions**

The Director of MBC Explorers is available Monday-Friday, 8:00 a.m. – 5:00 p.m., to answer any questions.

- **State Licensed Minimum Standard Rules**

The Minimum Standard Rules with updates for Licensed Child-Care Centers is available in the Director's Office for review.

- **Licensing Inspection Report**

The child-care center's most recent Licensing inspection report is available in the Director's office for review.

- **How to contact our local Licensing Office**

Texas Department of Family & Protective Services

2221 West Loop South

Houston, Texas 77027

713-940-5123

Department of Family & Protective Services website: [www. dfps.state.tx.us](http://www.dfps.state.tx.us)

Child Abuse Hotline: 1-800-252-5400