

Parent Handbook



A ministry of
Main Street United Methodist Church

Established 1988
Licensed by the Commonwealth of
Virginia Department of Social Services

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Church Mission Statement

Nurture- to all by fostering a relationship with God

Outreach- to individuals through service

Witness- to others by sharing Jesus

Church Mission Statement

To make Disciples of Jesus Christ for the transformation of the world.

Main Street Day Care and Preschool Vision Statement

The Main Street Day Care & Preschool is a ministry of Main Street United Methodist Church and is designated to meet the day care needs of church and community families in a Christian atmosphere, living out the message of God's love expressed through Jesus Christ.

Main Street Day Care and Preschool Mission Statement

We believe that the Church can provide an environment in which each child may grow "in wisdom and in favor with God and humanity". Main Street Day Care & Preschool offers a program consistent with the highest standards of early childhood education. In an environment of love and respect, each child is given the opportunity to expand his/her concept of the world through a developmentally appropriate physical, intellectual, social, and spiritual program.

Educational Philosophy

The goal of the educational program at Main Street Day Care & Preschool is to develop students who are successful learners both now and in the future. The program focuses on helping the child to grow intellectually, socially, physically, and spiritually. We believe that active learning is the best way to accomplish these goals in young children. Children are encouraged to actively explore their environment, to solve real problems that are meaningful for them, and to work cooperatively with others to accomplish a task.

Children begin learning "academic subjects", such as reading, writing, science, social studies, and math, from the time that they are born. Their understanding of the world emerges as they work to make sense of the world by interacting with their surroundings, with the right materials and toys, and with other people. At our center, we match the appropriate activities to the age and stage of each child's development in order to ensure that they become successful learners. When children play with blocks, they are learning size, shape, number, order, area, length, and weight concepts. When they participate in art, they are developing the coordination needed to write, as well as learning to recognize colors and shapes. When they engage in reading activities, they are learning left to right progression, to recognize letters and words, and to understand the connection between print and the spoken words.

When children participate in chapel, learn Bible stories, pray, and sing Christian songs, they are learning to love God and others. Active learning helps children to understand the "whys" of the concepts that they learn. Research has shown that children are more successful later in school when they develop these skills through active learning rather than through rote drills and worksheets.

Days & Hours of Operation

The Day Care Center is open Monday through Friday from 6:30 A.M. to 6:00 P.M. Under no circumstances will any children be left alone at the center after hours. Parents be prompt in picking up their child(ren) at the end of the day! Parents cooperation in this matter is greatly appreciated. There will be a \$ 1.00 per minute late fee charged for every minute a child is at the Center after 6:00 P.M..

Fees

There are weekly rates for full-time students. Discounts are given for a second and third child enrolled.

All fees are due on Monday. There is a mailbox in the foyer where payments may be placed. Cash, checks, money orders, and credit cards are accepted. A \$35.00 service fee will be charged to the account for returned checks. If payment is not remitted, the child(ren) regretfully will not be allowed to return to the Center.

After one week delinquency, a fee of \$20.00 per week will be added to the account. Collection procedures will begin on accounts 30 days past due. If payment is not remitted, the child(ren) regretfully will not be allowed to return to the Center. Continued non-payment will result in the amount being sent to MSDC's attorney for collection. All cost incurred in attempts to collect the account will be added to the past due balance. If payment is not remitted, the child(ren) regretfully will not be allowed to return to the Center.

The Day Care Center is supported by tuition fees to meet the basic costs; therefore, no allowance is made for days missed due to legal or religious holidays, early dismissals, or inclement days (up to a maximum of 5 days per year).

Returned check fee and delinquency fees updated January 2016

Withdrawal Policy

A 30-day written notice is required for withdrawal from the Center. The account will be billed if MSDC is not given a timely notice. When notice is given, the next child on the waiting list will be enrolled in that child's spot. If it is desired for the child to return, he/she will be places on the waiting list until a spot becomes available. At that time, you may register them for the next available spot.

updated January 2016

Arrival and Departure

The sign-in book with each child's name is located in the foyer of the Center. The child must be signed in and out daily.

An adult must accompany the child into the classroom and leave him/her in the care of a teacher. Departure must follow the same procedure.

Only persons authorized by the parent will be allowed to pick up the child. If another person is to pick up the child, a note must be sent to the office. Picture identification is required. There will be NO EXCEPTIONS.

Holiday Closings

New Year's Day
President's Day
Easter Monday
Memorial Day
July 4th
Thur. & Fri. before Labor Day (Teacher Work Days)
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas
Dec. 26-31

If a holiday falls on Saturday, the holiday will be observed on Friday. If a holiday falls on a Sunday, the holiday will be observed on Monday. Tuition is charged for legal and religious holidays (see under Fees page 2.)

Inclement Weather Days

If the center must close due to inclement weather, each teacher will notify each child's family by phone. Closings will also be broadcast on WTKR TV (Channel 3), and posted to the Main Street Day Care and Preschool Facebook page, as well as www.mainstreetdaycare.org. Tuition is due (up to a maximum of 3 days per incident or 5 days per year).

Lines of Authority

All programs, changes, basic procedures, and purpose and philosophy statements are determined by the Board of Directors. The Board is made up of elected persons from the church community, and parents of enrolled children of Main Street Day Care and Preschool. The Board meets monthly and continually assesses the program to ensure that the activities, services, and facilities are conducive to the well-being of the children. Policies and procedures are administered by the Director of the Program.

Staff, Teachers, Assistants

All persons caring for children are hired and evaluated by the Director of Main Street Day Care and Preschool. Directors of Main Street Day Care and Preschool are hired and evaluated by the Board of Directors. The Day Care Board of the church, has specific job descriptions, and is expected to be familiar with the mission statement, philosophy, and procedures of the program. The center requires that they be persons with reputations above reproach in the community.

To ensure that goal is met, each prospective staff person is required to have the following:

1. Criminal History Record
2. CPS Central Registry Search
3. Two letters of reference
4. TB Screening
5. Infant/Child First Aid and CPR training
6. Sworn Disclosure Statement
7. Valid picture identification

Main Street Day Care insists that Teachers/Assistants consider requirements of the Virginia Department of Social Services to be the minimum requirements. The expectation is that staff members exceed those requirements whenever possible. Teachers/Assistants must also meet educational requirements of the State and the Center, as well as requirements as to experience in the care of young children. Teachers/Assistants must be committed to carrying out the stated objectives of the program, becoming familiar with the goals for the children, and working toward those goals within the context of the general philosophy of the program.

Curriculum

The Christian-based curriculum, “Wee Learn”, is the core curriculum. It has a wide variety of topics and activities to enhance learning. Supplemental materials are incorporated on all levels, and the Pre-Kindergarten program also uses additional curriculums to ensure readiness for kindergarten.

Field Trips

The children in the Three’s and Pre-Kindergarten classes will take field trips during the year. State guidelines for ratios are always followed, and parental involvement is welcomed. Permission slips must be signed, and additional emergency contact numbers will need to be provided.

Your Child’s Day at MSDC

Main Street Day Care and Preschool offers programs for Infants (beginning at 6 weeks old), Toddlers, Two Year Olds, Three Year Olds, Pre-Kindergarten (Four Year Olds), and Before &/Or After School Care for school age children (ages 5-12). Your child’s teacher will provide you with a schedule and monthly lesson plan specific to his/her classroom.

During your child’s arrival at Main Street Day Care and Preschool our staff will make your child’s transition from parent to classroom as easy as possible. Please refer to page 5 for arrival procedures. Breakfast is served in the classroom for all children in attendance. Infants are fed on demand, and Toddlers through Preschoolers are fed at 8:45 AM. Children in Before School Care eat breakfast at 7:30 AM, and enjoy free play activities before our staff gets them ready for the bus to school. All meals served at MSDC will begin in prayer.

Formal activities usually begin around 9:00 AM with group discussions and daily information included. The older children will be instructed in a large group for a short period of time followed by hands-on activities related to identified objectives. Free play activities organized in learning centers stimulates intellectual, social, physical, and language growth. Teachers and Teachers’ Aides can be seen working and playing with individuals and small groups of children. Infants are also growing and developing, but on an individual timetable. Teachers and Aides plan play activities based on developmental needs. Routine activities, such as diapering, are viewed as a one-on-one social and language stimulation time. Some may nap while others are on the floor for tummy time.

For our education philosophy refer to page 2, and for information on our curriculum please see page 7.

Outdoor play is an extension of the curriculum. Children are outside twice every day for at least 30 minutes each time. Please refer to page 18 for more playground information.

A nutritious lunch is in the classroom for all children in attendance. As with breakfast, Infants are fed on demand, and Toddlers through Preschoolers eat at 11:45 AM. Children enrolled in the After School Program that are in attendance due to a full school out day will be provided with lunch. If any children enrolled in the Before and After School Program are in attendance due to an early release day, they will bring a packed lunch from home. All children are encouraged to use good manners appropriate to their age. Conversations among children and among teachers are also encouraged. For more information on meal times please see page 12.

Rest times among the classrooms will vary. Infants through preschools all have a required rest period. Please refer to page 13 for more information.

Each classroom will have potty breaks at specified times, but also as needed. Proper hand washing will be expected from all staff and also taught to your child. The Two Year Old classrooms will help in potty training your child. Children must be potty trained before entering the Three Year Old classroom.

After the rest time an afternoon snack will be provided in all children in attendance. Infants will be fed on demand, and toddlers through preschoolers will be fed at 2:45 PM. Children enrolled in the After School Care Program will be given snack as soon as they return from school.

During the afternoon activities similar to the morning activities will resume, including outside time and free play. Children in the After School Care Program will be given help with homework if needed.

As with arrival, our staff will try to make departure as easy a transition as possible for parent and child. Please refer to page 5 for departure procedures.

MSDC will provide multiple ways of parent and staff communication. Your child's teacher will communicate through daily reports on your child that inform you of activities participated in, behavior, eating habits, and what they learned that day. A seasonal newsletter will be made that includes upcoming events, important news, and a letter from each classroom teacher. MSDC will have two Open House/Parent Teacher Conference every year, and parents/guardians can always schedule personal conferences. Parents/Guardians can always go online to www.mainstreetdaycare.org to view information on rates, hours, classrooms, schedules, and yearly events.

Your Child's Summer at MSDC

Main Street Day Care and Preschool has a different Christian theme each summer. This theme is the basis for your child's activities and lessons that particular summer. MSDC offers a Summer Camp for School Age children. Parents are asked to sign up for which weeks they require care (space is limited due to building and bus occupancy). Sign-ups are first offered to children currently enrolled at MSDC, and sign-ups for each week are first come first serve. If there is still space, enrollment will then be offered to siblings of currently enrolled children, then offered to alumni of MSDC, and finally the general public. Field trips are a large part of summer at MSDC. The Threes through School Age children all participate in field trips. Please see page 8 for field trip information. All parents/guardians will receive monthly lesson plans with all lessons, activities, and field trips noted.

Child's Belongings

- Infants: Diapers, wipes, two changes of clothes, 5 crib sheets (one for each day), a light blanket (weekly), Fresh bottles with formula or breast milk, 1 extra bottle with ready-to-feed formula, pacifiers, bibs, or any comfort item.
(Everything should be labeled)
- Toddlers: Diapers, wipes, two changes of clothes, crib sheet, blanket, mat, plastic bib, pacifier, or any comfort item.
(Everything should be labeled)
- Twos: Diapers, pull-ups, two changes of clothes, crib sheet, blanket, mat, pacifier or comfort item for napping.
(Everything should be labeled)
- Threes &
Pre-K: An extra outfit, crib sheet, blanket, mat, and a comfort item for napping
(Everything should be labeled)

- No toys are allowed from home except small comfort toys for nap.

Attire

Children should wear washable play clothes. Parents must provide a change of clothes for each child to be kept in his/her cubby. All shoes must have backs. Shoes should be appropriate for outside play. No flip flops are allowed.

Meals

The Center is on the Child and Adult Care Food Program (CACFP) and serves approved breakfast, lunch and snack. A rotating weekly menu is posted in the lobby.

Serving Times: Breakfast 8:45 A.M.
 Lunch 11:45 A.M.
 Snack 2:45 P.M.

Rest Time

Infants: Individual Schedule

Young Toddlers & Up: 12:00-2:30

All children will have a required rest time. Parents will need to provide a sheet and blanket each week. These items will be sent home on Friday to be washed. A mat will need to be provided for children 18 months & older.

Sickness

A child must not be brought who has:

- *Diarrhea
- *Non-clear discharge from the nose
- *Non-clear discharge from the ears
- *A red eye with whitish discharge
- *A fever more than 101 degrees F
- *A rash
- *An earache
- *An upset stomach/vomiting
- *Excessive and persistent cough

DO NOT BRING the child to the center. Should any of these conditions exist when the child arrives at the center, the parent will be instructed to take the child home. Should any of these conditions occur while the child is in the care of the center, the parent will be called to come and take the child home. He/She may return 24 hours after antibiotic treatment or 24 hours fever-free. Sicknesses not only transmit from child-to-child but also child-to-staff, and this must be strictly enforced. The Center must be called when the child or family member has a communicable disease. Whenever a child is to be absent, the Center should be contacted so the teachers can be notified.

Medication Policy

1. A medication permission slip must be filled out by a parent or guardian before medication can be administered.
2. Medication will be administered at the time specifically ordered by the doctor.
3. No "as needed" medication will be given, except for asthma or allergic reactions.
4. All prescribed medication must be brought in the original container and must not be expired.
5. All over-the-counter medication will be administered no longer than 3 days without a doctor's note.
6. Long-term medication slips can be filled out for 10 days.
7. Nebulizer treatments or any other medical treatments will not be administered. Parents or professionals are welcome to come and administer the treatment here at the Center.
8. All sun screen, insect repellent, and diaper ointment permission forms will be filled out by the parent and kept by the teacher. All of these items are to be provided by the parent.
9. All medications must be picked up at the end of the permission slip date, or the medication will be discarded.
10. All medication must be kept up and out of reach of children and properly stored in a locked box or closet.
11. The Board of Directors voted at the May 20, 2013 meeting not to allow staff with MAT training to administer medications to children with diabetes who require insulin and/or glucagon, or to children with diabetes or a seizure disorder that require emergency rectal medications.

Accident/Injury

Any minor accident/ injury (e.g., a scrape on the knee, anything requiring Neosporin Ointment and a band-aid) will be reported to the parent(s) at the end of the day. Should a major accident/injury occur, the parents will be notified immediately. If a severe accident/injury should occur, the parent(s) will be notified immediately, and it will be decided who will take the child to the Emergency Room or what plan of action will be followed.

In any case, all accidents/injuries will be reported on an accident form. The parent picking up the child during the day or at the end of the day will need to sign his or her name to the Injury Report addressing the child's injury information.

911 Emergencies

If the Director and/or Teacher determine that a child's life is in jeopardy and requires immediate EMT assistance, an ambulance will be called for transport to Obici Hospital's Emergency Room. The parent will also be called, and the Director will meet the parent at the ER. If the parent cannot be reached prior to transport to the hospital, a Day Care Staff member will continue to try and contact a parent and/or call emergency numbers listed for the child.

The form that the parent fills out at admission will have a "power of attorney" clause for a situation such as this.

Child Abuse Law

Child Care workers are required by law to report suspected cases of child abuse or neglect. They are subject to fines of \$500 to \$1000 if suspicions are not reported.

Guidance and Behavior Management

The ultimate goal of discipline is self-discipline—self-control and self-direction. Our goals in caring for our day care children include directing their behavior with words and by example, so that they will learn the skills necessary to control their own behavior and cooperate with others. In our day care it is our intention to try to prevent many behavior problems by providing direct supervision and guidance, age appropriate activities, love and interaction, a daily routine, and clear boundaries. Children also learn best when they feel safe, loved, and calm.

Other Discipline Techniques

Our goal is to use as little discipline as possible and more guidance. However, occasionally the need for correction and discipline does arise. When a child must be disciplined at the day care, caregivers will choose a method most fitting to the circumstance from the following methods.

- A.) Redirecting the child's behavior often will fix the problem. By just talking with the child, exploring the rule or expectation and showing him how to change his/her behavior, many problems can be corrected.
- B.) A short separation from the group may be used to remove the child from a situation in order to discontinue negative behavior. A child will be separated from the group, but still within sight and sound of the caregiver, for no longer than the child's age (ex. 3 years old, three minutes). The caregiver will respond immediately with a brief explanation. If the child's behavior is uncontrollable to the extent that he/she cannot stand or sit independently, the caregiver will assist the child in calming down.
- C.) In certain situations, involvement from the parent's may be required. Day care staff will notify a parent if this is the case, or if there seems to be a consistent problem area that needs to be addressed. Our day care believes that it is very important for parents to work closely together in any child-rearing goals, especially with discipline issues. Main Street Day Care wants to work together with parents to solve any problems that arise. The day care staff will communicate any behavior issues with the parents by: face-to-face conversation during pick-up, a phone call to parent's home or work, or by a note or email. If a serious problem needs to be discussed we may choose to schedule an appointment to explore solutions. The communication street runs two ways—if a parent feels there is an issue to discuss regarding discipline or any other issue, we would expect they would also voice their concerns to their child's teacher, and/or the Director.

Main Street Day Care also feels it important to let the parents know what we will NOT do when disciplining children. Children are precious, and will not be treated in a demeaning way or physically harmed in any way.

Discipline and Child Handling

- 1) Developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation shall be used.
- 2) Caregiving staff shall not do any of the following:
 - a. Hit, spank, bite, pinch, or inflict other forms of corporal punishment.
 - b. Restrict a child's movement by binding or tying him/her.
 - c. Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks.
 - d. Deprive a child of meals, snacks, rest, or necessary toilet use.
 - e. Confine a child in an enclosed area such as a closet, locked room, box, or similar cubicle.
- 3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself/herself, to prevent a child from harming other persons or property, or to allow a child to gain control of himself/herself excluding those forms of punishment prohibited by sub-rule (2) of this rule.

Inappropriate and Unacceptable Behavior Policy

Purpose

Main Street Day Care and Preschool must ensure that the play and learning environment for all children is safe, respectful, and provides a model of proper behavior to all children within our care. MSDC also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole. This policy will address MSDC's plan for inappropriate and unacceptable behavior.

Definition

Inappropriate and unacceptable behavior may include (but is not limited to):

- Aggressive, physical, or verbally threatening actions directed at another individual.
- Profane or abusive language (does not have to be directed at another individual).
- Refusal to comply with a teacher's instruction or request.
- Treating MSDC's (or another individual's) property with a lack of respect.
- Disrespecting another child or a MSDC employee.
- Self-destructive behavior
- Other behavior determined by a MSDC staff member to be unacceptable.

Policy

While in the care of our center, we teach children to respect themselves, their friends and teachers, their environment and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child.

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, Main Street Day Care will not be able to tolerate continuous disruptive, aggressive, or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of others, enrollment termination might be required. However, in most cases, the following processes will be followed:

- Teachers will log behavior issues on MSDC's Incident Report forms. Incident reports will be discussed and signed by the parent. Parents are expected to further address the issue with their child at home.
- If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period of time and will be sent to the Director's office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day).
- If a child's aggressive behavior continues the same day, the child will be sent to the Director's office again, and the parent will be called. The parent will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up.

If a child is sent home more than three times due to aggressive or violent behavior, the following options are available:

- A Parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
- The center can hire another staff member to shadow their child, at the expense of the parent.
- The family can seek an alternate care arrangement for their child. In most cases, we can accommodate up to a 2 week period while a family is looking for another arrangement. Please see the Director to see if this is possible for your family.

updated January 2016

Biting Policy

(for children up to 36 months)

Biting is unfortunately not unexpected behavior for toddlers. Some children, and many toddlers, communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting, and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An "Incident/Accident" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "No, do not bite. Not nice."
2. The child will be separated from the group for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communicate, frustration, etc.) The administrative staff may also observe the child if the class room staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, a conference
2. will be held with the parents to discuss the child's behavior and how the behavior may be modified.
3. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, the child will be excluded from daycare for **2 business days**.
4. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, **the parents will be asked to make other childcare arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, MSDC will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from MSDC for the remainder of the day. This will not count towards the 2 day exclusion.

***This policy is effective January 2016. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.

Playground Safety Procedures

The staff watches for the safety of the children while on the playground. While there is protective surfacing under the playground equipment to help break any falls children may encounter, accidents still can happen. To help prevent accidents, however, staff members space themselves out around the playground yard and equipment pieces to keep a close eye on all the children. The same child-to-staff ratios are in effect on the playground as are in effect in the classroom.

Weather permitting, children are required to go outside twice a day. If children are well enough to be at school, then they are well enough to play outside.

There are two playgrounds available. The Infant/Toddler Playground is for children 8 months-2 years. It is located on the side of the sanctuary. The large playground is for children 3 and up. It is located in the front of the Education Building.

There is a playroom available for the younger children when there is inclement weather. It is located on the second floor.

Physical Facility

The building is inspected regularly by the Fire Marshall, the Department of Social Services, and the Health Department. In addition, the Church Property Committee routinely inspects the building.

Fire Drills

Fire Drills are conducted by the Director. This is a State Licensing requirement and is performed on a monthly basis.

Natural Disaster Policy

In the event of an emergency that requires the evacuation of the building, the children will be taken through fire exits and evacuated to the First Baptist Church Family Life Center located on Main Street. In the event of a blizzard or flooding, parents will be notified that the Day Care is closing, and the children will need to be picked up as soon as possible. In the event of a tornado, the children will be taken to the central hallway of the building or the basement of the Fellowship Hall, where all children will be accounted for, checked for injuries, and treated, if needed.