

# CREATIVE BEGINNINGS

Mother's Day Out/  
Preschool

## Parent Handbook



A Ministry of  
Woodland Heights Baptist Church  
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**Through God's spirit, we the family at Woodland Heights Baptist Church and Creative Beginnings exist to:**

***Worship*** so that we may encounter God

***Share*** Christ with the lost in the Mid Cities area and around the world

***Minister*** to the physical, spiritual and emotional needs of those around us

***Disciple*** believers to Christian maturity

***Develop*** meaningful relationships with fellow believers

# CREATIVE BEGINNINGS POLICIES

## **REGISTERING YOUR CHILD IN CREATIVE BEGINNINGS**

*Creative Beginnings* admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

*Creative Beginnings* has both a closed in-house registration and an open registration. The closed in-house registration in early March is for those students currently enrolled, for Woodland Heights Baptist Church members, and for siblings of current students. Open registration, beginning in late March, continues as long as spaces are available. Classes are always contingent on reaching a minimum number of enrollees.

## **CREATIVE BEGINNINGS TUITION AND FEES**

The \$75 registration fee is due with the completed enrollment forms at the time of registration. The supply fee may be paid by semester at a cost of \$50 per semester (\$25 per year for the Infant class). The supply fee will be reduced to \$75 per year if paid in full by the first day of school. Registration, supply and tuition fees are non-refundable and are not subject to being pro-rated.

The first month's tuition is due on the first day of school. All checks and money orders should be made payable to the WHBC Mother's Day Out.

Tuition is due on the first school day of the month. **ANY PAYMENTS MADE AFTER THE 10<sup>TH</sup> WILL BE ASSESSED A LATE FEE OF \$10.00.** If you do not include your late fee with your tuition payment, it will be added to your tuition the following month. There is a \$25.00 charge for any returned checks. Please contact the office immediately if a financial emergency will delay your payment so that satisfactory arrangements may be made. You may choose to mail your payment, send it to school with your child, or drop it by the office personally.

**Any student withdrawal made after the last day of the month will still be obligated for the next month's tuition.**

## **OFFICE HOURS**

The church secretaries are in the office Monday through Friday 8:30 AM – 4:30 PM. They can take any messages concerning illness, car pools, etc., and will be happy to give a message to your child's teacher. Please do not ask to speak to your child's teacher during class times. The director will be in the office Monday through Friday until 3 PM and is always available to help you with any concerns or problems that may arise in your child's educational experience. A telephone recorder is available to take any emergency messages should the office be momentarily unmanned. The recorder is checked frequently during the day.

## **BRINGING AND PICKING UP YOUR CHILD**

Teachers arrive at school at 8:45 AM to prepare the classroom for the day's activities. Parents may accompany their child into the classroom at 8:50. At this time they may give any instructions or information the teacher may need to know about the child for the day.

We do want you to visit with and get to know both the teacher and other parents of children in the class. Once the class has begun, however, we will want you to move from the classroom and the hallway so that classes are not unduly disturbed. **Please do not request a "doorstep" conference with your child's teacher.** The teacher has a full schedule of activities planned for her students and it is important that class begins on time. If you have a concern about your child, you may leave a message for the teacher in the office, give her a note or schedule a conference and she will get back with you.

**Under no circumstances should a child be dropped off at the curb or be allowed to cross the parking lot alone.** Parents are expected to park their cars and personally conduct the child to the classroom door. Be certain that the teacher knows the child is present before leaving.

Parents should pick their child up from the classroom. Please do not leave with your child until you are sure the teacher has seen you.

If you are unavoidably detained in claiming your child, or if someone other than an authorized person listed on your child's registration information will be picking up your child, please call the school office or leave a note with the name, driver's license number and description of the person who will claim the child. The person should identify himself/herself to the teacher with identification (driver's license). **Children will not be released to unknown or unexpected claimants.**

## **LATE PICKUP**

If a child has not been picked up 15 minutes after the scheduled end of the class period (s)he will be taken to the office to await their parent, and a charge of **\$10.00** will be paid when the child is claimed. After 3:00 PM the charge will be **\$25.00**.

## **OUTDOOR PLAY**

**All children will go outside with their class when scheduled.** Please be sure your child has appropriate clothes for weather as well as good shoes for running, jumping, and climbing. If your child is too sick to go outside (s)he is probably too sick to be at school. If a doctor recommends staying in, please bring written instructions from the doctor to the office and we will make adjustments on a case-by-case basis. Playground/outside time is an important part of our daily activities and the children need a break from inside activities.

## **SICK CHILDREN**

Upon the recommendation of the Committee on Control of Infectious Disease of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists:

Fever—a child should be free of fever (higher than 100.2) at least 24 hours prior to admission to MDO.

Vomiting and/or diarrhea.

Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep-throat, Flu, etc.

Symptoms of the common cold, sore throat, croup, colored nasal discharge, fever, or persistent cough, etc.

Fifth Disease or any unexplained rash.

Any skin infection, boils, ringworm, impetigo, etc.

Pinkeye or other infections. (All eye infections are contagious. The child must be on medication for 24 hours before returning to MDO.)

**WE REQUIRE THAT A CHILD BE FREE FROM FEVER FOR 24 HOURS BEFORE RETURNING TO MDO. WHEN IN DOUBT, PLEASE APPLY THE “GOLDEN RULE”!!!** This is not only for the protection of your own child, but also for the protection of the other children and workers.

If your child does contract a childhood disease following a session at *Creative Beginnings* MDO, please inform the MDO office so that we may inform the other parents to take preventive care.

## **MEDICATIONS AT SCHOOL**

If your child must receive medication while at school, the following procedures must be followed:

1. Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name.
2. Non-prescription medication must be in the original container. It should be labeled with the child's name and the date brought to school.
3. A medication form will need to be completed giving your authorization to administer medication. Your child's teacher will administer the medication and forms are available in the office or in your child's classroom.

## **SNACKS/LUNCH**

A healthy mid-morning snack will be provided with a drink. Please send a nutritious lunch with a drink for your child. Please do not send anything that has to be cooked or warmed up. Check with your child's teacher to determine if there are any food restrictions due to allergy sensitive children in your child's class.

## **LABELING**

**Please be sure to label all your child's belongings:** lunch box, backpack, coats, gloves, hats, etc., with a permanent marker. We do not keep lost and found items not labeled.

## **BIRTHDAYS**

Birthdays are important to children, and we strive to make these events happy occasions. We will celebrate your child's birthday in the classroom and try to make it a special day for him or her at school. We encourage you to provide refreshments for his or her birthday. To do this, please let the teacher know before the beginning of the month in which your child's birthday falls. If your child's birthday is in the summer, arrangements can be made with the teacher to celebrate during the school year.

## **DISCIPLINE**

Time Out is the only form of discipline that will be used at *Creative Beginnings*. No physical form of punishment or yelling will be tolerated. If disruptive behavior continues, the child will be removed from the classroom until behavior is under control. Parents will be kept aware of any discipline problems with their children.

## **PARENTS AS PARTNERS**

*Creative Beginnings* has many parents who are interested in being more involved in the activities and day-to-day needs of the school. As well, the school has needs for which we know parents could assist. If you would be willing to volunteer a small amount of your time, please let your child's teacher or MDO director know. Volunteer workers would be expected to adhere to the church's policy in regards to background checks for adults working with minor children.

## **TOYS FROM HOME**

Ordinarily, we discourage children from bringing toys or other belongings from home except on special occasions. Toys brought to school will have to stay in the teacher's possession until the school day is over. The exception is on special days that the teacher may name- Hat Day, Teddy Bear Day, or other situations as stated in the Nap Time policy.

## **NAP TIME**

Each child will participate in an afternoon rest time. To make this time easier for your child, please bring a favorite blanket, pillow or stuffed animal. These items must be marked with your child's name on them and will be kept in a special area until rest time. Mats will be provided for rest time. We do not require that your child go to sleep during rest time. However, they must lie quietly on their mats. After a certain amount of time, they will be allowed to get up and either play quietly or look at a book. Parents are asked to take their child's home for laundering at least once a month to help maintain a sanitary environment in the classroom.

## **INCLEMENT WEATHER ALERT**

In the event of sleet, snow, or freezing rain, please tune to your local radio or TV station to check for school closings. **If Hurst-Euless-Bedford schools are to be dismissed, *Creative Beginnings* will also be dismissed.** If HEB schools announce a late start, *Creative Beginnings* will also start late, up until 10 AM. If the HEB schools start any later than 10 AM, *Creative Beginnings* will be closed for the day.

## **STARTING MOTHER'S DAY OUT**

Most children are pleased about starting Mother's Day Out. Some, however, do become frightened or tearful when the actual time comes to step inside a strange building with teachers and children who are unfamiliar. Here are a few things that a parent can do to help the situation.

1. Treat MDO as a normal part of life; something that is casually accepted.
2. Don't tell the child how much fun you both will have while (s)he is at MDO, explain that while (s)he is doing their job, you are doing yours.
3. Create a normal routine atmosphere at home the first few weeks of school.
4. Say a brief good-bye and leave QUICKLY.
5. Honestly answer all questions the child asks about MDO. Listen carefully, if (s)he is afraid, respond with "I understand how you feel". Then say, something reassuring or positive.

MDO can be an interesting adventure. Parents need to feel that MDO is an important place. When you speak of MDO, show happiness – be sure that you display no apprehension either in your voice or by the expression on your face.

Two or three weeks before school begins, awaken your child at the time you will have to get up to be at MDO on time. This will get your child accustomed to the new time routine and will help him/her have an appetite before breakfast.

When you bring your child to MDO, you bring him/her to a teacher who knows and understands children. Place your child in their teacher's hands, assure him/her you will return and leave promptly. Most children make better adjustments to the group these first days if the parent is not present.

You can help your child learn to put away his/her toys, listen when another is talking, take turns, respect property, be polite, obey reasonable instructions and look upon his/her parents, teacher, and playmates as friends. (S)he can develop good habits regarding food, rest and rules of safety. Safety information includes knowledge of his/her first and last name.

It cannot be overemphasized that prompt arrival, regular attendance (unless a child is ill) and picking up your child on time are important to the establishment of future habits of regularity. The child who is often late in arrival is soon set aside by his playmates because he is tardy.

The most important way in which parents can help their children make a successful adjustment to MDO is through giving them love and a feeling of security. Home needs to be a place of strength and comfort, wherein the child knows (s)he is loved and wanted. Rarely does the child who is happy at home fail to get along in MDO.

Together, MDO and home help the child learn how to live, not only tomorrow as adults, but today as children.