

FIRST BAPTIST CHURCH MOTHER'S DAY OUT & PRESCHOOL

POLICIES

1. MUST PURCHASE SUPPLIES AND SEND EXTRA CLOTHING DAILY.
2. CHILDREN MUST NOT ARRIVE BEFORE 8:50 A.M. MUST BE PICKED UP BY 2:10 P.M. ALTERNATE PICK-UP PERSON MUST HAVE NAME ON LIST OR HAVE CHILD'S CODE WORD.
3. ALL CADDO PARISH SCHOOL BREAKS WILL BE OBSERVED. WEATHER PRECAUTIONS INCLUDED.
4. ARTICLES OR TOYS FROM HOME MUST BE PRESENT FOR "SHOW AND TELL" ONLY. (LABEL)
5. I UNDERSTAND AND HEREBY GIVE PERMISSION FOR STAFF TO SECURE EMERGENCY MEDICAL CARE OF MY CHILD IN CASE OF INABILITY OF THE CENTER TO REACH THE PARENT.
6. CHILDREN RUNNING FEVER, VOMITING, HAS DIARRHEA OR HAS SYMPTOMS IN THE PAST 24 HOURS, THEY MAY NOT ATTEND M.D.O./PRESCHOOL FOR THAT DAY. **NO EXCEPTIONS.** **TEACHERS WILL NOT ADMINISTER MEDICINE.**
7. I UNDERSTAND THAT SHOULD STAFF SUSPECT ANY ABUSE AND/OR NEGLECT OF A CHILD, THE STATE WILL BE CONTACTED.
8. METHOD OF DISCIPLINE:
 1. SIT IN TIME-OUT CHAIR (1 MINUTE FOR EACH YEAR OF CHILD'S AGE)
 2. EXPLAIN WHY IN A LOVING VOICE.
 3. WHEN NECESSARY, DIRECTOR WILL HAVE CONFERENCE WITH PARENTS.
9. I WILL PROVIDE DIAPERS/PULL-UPS FOR MY CHILD WHILE THEY ARE STILL WEARING THEM. I UNDERSTAND IT IS MY RESPONSIBILITY TO TELL MY CHILDS TEACHER WHEN STARTING TO POTTY TRAIN.
10. TUITION DUE FIRST TUESDAY OF EACH MONTH, A \$15.00 LATE FEE WILL APPLY. I UNDERSTAND THAT CONTINUED LATE PAYMENT OF TUITION, LATE PICK-UP OF CHILD OR FOR ANY OTHER GOOD CAUSE, THAT F.B.C. RESERVES THE RIGHT TO REMOVE YOUR CHILD FROM THE PROGRAM.
11. THERE WILL BE NO REDUCTION IN THE MONTHLY TUITION DUE TO ABSENCES OR HOLIDAYS.
12. TWO WEEKS NOTICE MUST BE GIVEN (BY THE PARENT) BEFORE REMOVING YOUR CHILD FROM THE PROGRAM.

I UNDERSTAND, ACKNOWLEDGE THAT I HAVE READ THE ABOVE POLICIES. I UNDERSTAND THEM, AND WILL COMPLY WITH THEM.

Parent/Guardian Signature

Date

