

# CHILDREN'S DAY OUT

**PARENT HANDBOOK 2025-2026**



Liana Woolwine - Director  
[lwoolwine@fbc-midland.org](mailto:lwoolwine@fbc-midland.org)

Brittang Coffman - Assistant Director  
[bcoffman@fbc-midland.org](mailto:bcoffman@fbc-midland.org)

Office Phone Number: 432-683-0632

## **Purpose and Goals**

The Children's Day Out program of First Baptist Church provides meaningful group learning experiences for preschoolers on Tuesdays and Thursdays. The Children's Day Out Program strives to give children an early love for Jesus and the church while also providing a social and educational environment where children learn to interact and engage with their peers.

## **Daily Classroom Activities**

Each Tuesday and Thursday children are taught through themed units using learning centers and group time activities. Children will be exposed to letters, numbers, colors, shapes and a weekly Bible stories. Other classes and special activities are provided through the week. These include: JAM, Music/Science/Art, Little Gym (A Hallway and Marital Arts (B Hallway). These classes are explained below.

*Special activities include:*

JAM (Jesus And Me)– All children will have chapel each CDO day. This is a special time of praise and worship for the children that includes Bible stories, memory verses, prayer, pledges and songs.

Music/science/Art- Music will be taught with movement and the use of instruments and other engaging materials. Science is taught using the pre-school TEKS.

Martial Arts- The older classes will meet weekly and learn basic motor skills, coordination, focus and fitness! Matthew Martial Arts teaches our classes.



Little Gym– The younger classes will meet weekly and work on fine and gross motor skills along with coordination with two instructors.

## **Policies and Procedures**

### **Dates/Times**

The First Baptist Church Children's Day Out program will begin late August. We will hold a meet the teacher event in August. This will provide an opportunity for a parent to attend an informational meeting, and pick up important items needed for the first day of CDO. The last day of Children's Day Out will be mid May. Our hours of operation are Tuesdays and Thursdays from 9:00 a.m. - 2:15 p.m.

## **Registration: Tuition and Fees**

Registration is based on the availability of spots in each age group. To reserve a spot the registration fee and security fee must be paid **in full upon registration**. (Shot records are also required at this time). When a class becomes full, there will be a waiting list started and parents will be notified when spots become available. We will call the phone numbers listed on the registration paperwork and **will hold the spot for 24 hours**.

## **FEES:**

Registration Fee-\$125 assessed at registration

Security Fee- \$300 assessed at registration (new children only)

Activity/Curriculum and Supply Fee- \$150 assessed in August and January for all students.

*A non-refundable **registration fee** of \$125 per child will be due upon registration.*

A **security fee** of \$300 per child is required upon registration for each child that is not currently enrolled. This portion will be held for the duration of your child's attendance at CDO and will be refunded if a request is made by form in the CDO office 30 days prior to a child not returning to the program. All requests must be made by 30 days prior to the first day of school, if your child will not be attending the 2025-2026 school year or 30 days prior to leaving at any point after.

**Activity fees** will be assessed on the first tuition payment of each semester (August/January) or upon enrolling if the semester has already begun. The activity fee is \$150 per child, per semester.

## **TUITION:**

**\$300/month**. Tuition is due by the **1st** each month. A \$25 late fee will be charged to the account if full tuition is not paid by the 5th. If your card is declined, you will be charged a \$10 processing fee. Children can be dropped from the program when tuition is delinquent two months.

**Tuition is determined by the year and is divided into monthly installments. Therefore, tuition will not be prorated for absences, illnesses, student holidays or weather closings.**

## **Payments**

Tuition will be collected through tuition express. Upon registration a link will be sent to the primary payer to set up your payment portal through tuition express. If you change your card or the card on file expires, please contact us to update so you are not charged the \$10 processing fee. **Tuition will be considered late after the 5th of each month. A late fee of \$25 will be applied to your account at this time.**

## **Withdrawal**

Should a child need to be withdrawn from the Children's Day Out program, the director of CDO must be notified **in writing** 30 days prior. If 30 days notice is not given, your security fee collected at registration will not be refunded. You are responsible for all tuition/fees up to the end of your 30 day window of notice given. If you have registered and decide not to attend.

## **Calendar and Inclement Weather**

The Children's Day Out program follows the MISD calendar for bad weather and building closures. If MISD is out of school for inclement weather, or building closures the CDO program will also be closed. If MISD delays the start of school by one (1) hour due to inclement weather, CDO will start one (1) hour later (10:00 a.m.) If there is a two (2) hour delay issued, we will cancel the Children's Day Out Program for the day. You may check local news stations and our FBC Children's Day Out Facebook page to check weather related closings and delays.



## **Dismissal from the Program**

The Children's Day Out director reserves the right to dismiss a child from the program when the best interest of the child or the program is not being met. Our goal is to serve all the children of the program with the best care possible.

## **Arrival and Departure**

Classes will begin each Tuesday and Thursday promptly at 9:00 a.m. Late arrivals are disruptive to the routine of the classroom; therefore, we will not accept children into the room after 9:30 a.m. **Pick-up time is from 2:10 - 2:20 p.m. All doors are locked and secured starting at 9:15 A.M.**

**Any child picked up after 2:20 p.m. will be charged a late fee of \$1.00 per minute for each minute after.**

## **Release of Children**

Teachers will release children only to those who have been authorized. Authorization is granted by listing the individuals on the registration form. If a teacher does not recognize the person picking up the child, a photo ID must be given. A child will not be released to anyone other than those listed without speaking directly to the CDO director.

## **Discipline**

We strive to use positive guidance in our classrooms based on the individual needs and development of each child. Teachers will encourage acceptable behavior and self-control by praising appropriate behavior and redirecting inappropriate behavior. However, there may be times when action must be taken to ensure the safety and well-being of all the children. At these times, redirection and/or time away from the group or activity may be necessary. Children who repeatedly have disciplinary concerns will be referred to the CDO director and assistant director. If necessary, the CDO director will call the parent for pick up. If the parent is called, they must arrive within 30 minutes and take the child home for the remainder of the day. If discipline problems persist, the child can be removed from the program.

## **Health and Safety**

A child that **appears to be ill** or is not well enough to play outside should be kept at home. If your child has exhibited any of these symptoms **in the last 24 hours then they should not attend CDO:**

- *Fever*
- *Vomiting or diarrhea*
- *Symptoms of scarlet fever, German measles, mumps, HFM, or chickenpox*
- *Common cold (green/yellow runny nose) from onset through one week*
- *Sore throat*
- *Croup*
- *Any unexplained rash*
- *Skin infection- boils, ringworm, impetigo*
- *Pink eye or other eye infection*
- *COVID*
- *Strep*
- *Flu*
- *Consistent runny nose and cough*

Should your child be diagnosed with a contagious disease please **notify** the Children's Day Out Director. Before the child with a contagious disease is allowed to return to Children's Day Out, **there must be a signed note from the physician confirming the child is able to return.**

## Health Continued...

Upon registration each child will be required to submit a current immunization record to be kept on file. An updated copy must be provided each school year. It is the responsibility of the parent to provide an updated record each time the child receives an immunization.

If your child has any special health concerns or allergies, it is the responsibility of the parent to provide the CDO director with an explanation in writing. In addition, a statement from your child's physician may be necessary to explain the concern or allergy.

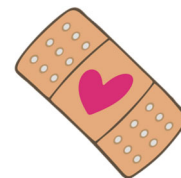
If a child becomes ill while at Children's Day Out, parents will be notified and asked to pick up the child immediately (within 30 minutes). Late pickup charges will apply after the 30 minute window is up. If parents cannot be reached, an emergency contact from the registration form will be contacted.

### Medication

Medications will not be administered by the Children's Day Out program. This includes, but not limited to, any prescription, over the counter medication, vitamins, teething pills and/or breathing treatments. If there is a need please discuss with the CDO director for approval.

### Injury

The Children's Day Out staff is trained in CPR and First Aid and will administer when necessary.



Parents are required to provide physician information on the registration form. In the event parents cannot be reached, these contacts will be used. Parents should keep all contact information current by notifying the office of any changes.

Parents will be notified of any accident or injury that occurs at the Children's Day Out program by letter or phone. Letters will be kept on file in the office.

We will do everything we can to prevent accidents, but in case of a serious accident/injury, we will call 9-1-1. We will not transport your child to a medical facility and you will be responsible for any/all financial/medical bills.

Parents will provide nutritional snacks for the class on a rotating basis starting in one year old classes. A snack calendar will be placed in front of your child's classroom and parents should sign up for spots. Due to allergies, **please do not send any snacks that will be shared with peanuts or peanut products.** If you need snack suggestions, please ask your child's teacher.

### Personal Items

Please label all personal items with your child's first and last name including clothing, bottles, bottle caps, bags, etc. All other items, such as toys, should be left at home.



## Lunches

Healthy finger food (does not require utensils) lunches and drinks will be provided daily by parents. Food should be prepared in advance (food cut in appropriate bites) by parents and ready to serve.

Microwaving is not available. Children in the 1 year old and older classrooms will need to have finger foods and **spill-proof cups with only water**. Only children in the infant rooms will be fed bottles or baby food.

CDO reserves the right to not serve food that does not follow these guidelines. Children should have breakfast before arriving. **Please do not send breakfast or milk with your child to eat or drink at CDO.**

This applies to children of all ages.

## Clothing

We will be playing outside, using a variety of art materials and foods to learn. Children should wear comfortable and washable clothing, as well as comfortable shoes. Every child needs two complete sets of extra clothing (including shirt, shorts/pants, undergarments and socks) to be kept in his/her backpack. Please have girls who are in panties wear biker shorts/bloomers under their dresses.

We will play outside each day unless it is raining, snowing or below 40 degrees. Please make sure your child is dressed appropriately. Apply sunscreen before arrival if necessary.

## Adjusting to CDO

It may take several weeks( 3-6 weeks) for your child to adjust to being at our program. Here are a few tips for an easier transition:



- Make a routine for drop off and stick to it.
- Being consistent is key!
- Don't linger in the building.
- Always tell your child good-bye and that you will be back.
- We will call if they do not settle.

## Potty Training –

It is required that all children who are 3 by September 1st (at the beginning of the CDO school year) be potty trained and should be able to independently go to the restroom. Your child needs to be in underwear full time (NO PULL-UPS). **Children who consistently have 3 or more accidents in a week will be asked to stay home until they are completely potty trained. If your child is asked to stay home you will be responsible for tuition while the child is out.**

## **Potty Training Cont.**

### **Up to 3 Years**

Children should remain in diapers until they have been **successfully potty trained at home**. Your child needs to be able to verbally communicate the need to use the restroom. There will be scheduled potty breaks every two hours during the day, as well as reminders throughout. We understand accidents happen and are to be expected. Children often show readiness and success at home before they are successful at CDO. There may be a time when your child does well at home, but has many accidents at school. This is normal and seen quite often. Please send diapers and wipes to CDO

during this time and three sets of extra clothing. If there are two consecutive accidents during the day, we will use diapers and try again another day. **To make diaper changing time more efficient, please only bring diapers, no pull-ups.**



## **Naps/Rest Time**

Infant classes will accommodate individual nap schedules to the best of our abilities. Children 12 months and older will have an assigned nap/rest time after lunch and parents must provide a nap mat. Children do not have to sleep, but all children will be required to lie on their mats and rest quietly during this time.



### **Security**

Hallways utilized by the Children's Day Out Program will be locked and secure during the CDO day. In addition, an armed security officer patrols the building. All doors outside and in remain locked at all times. All FBC staff will have access to the doors.

## **Birthdays**

Birthdays are an exciting time! If you would like to send a snack for your child's class on his/her birthday, please check with the teachers in advance. Only **white frosting** please. If you would like to pass out birthday invitations, you may do so as long as all the children in the class are invited.





### **Holiday Celebrations**

CDO will have celebrations for Thanksgiving, Christmas, Valentine's and Easter and use these special times as opportunities to teach Biblical truths.

### **Policy Changes**

The First Baptist Church Children's Day Out program reserves the right to amend or add new policies as the need arises. We will inform all parents of any changes as soon as possible.

### **Contacts**

If you have any questions or concerns about the policies and procedures, come to the CDO office to address the issue.

### **Abuse**

It is our right and responsibility to report any signs of child abuse or neglect to CPS. In addition, failure to pick up your child by 3:15 p.m. from the program will result in a report to CPS.

### **Change of Personal Information**

Please notify the CDO office immediately of any changes in your home address, phone numbers or any emergency contact information that may be needed in order to reach you concerning your child

### **CDO/Teacher Communication**

Communication is extremely important to us. We will do our best to make sure you are informed of all events. In return, we would ask that you inform us of any important changes in your child's daily routine. Parents are an important part of our program and we are excited to have you as a partner. Concerns about your child and/or their experience at CDO should be discussed first with the teacher. If a solution is not reached, contact the director.

### **Class/teacher buddy Request**

CDO will not take any requests for classes, teachers or friends. **NO EXCEPTIONS!** Placement will be decided by the director's discretion based on the child's DOB and classroom dynamics. Please do not have assumptions or expectations of the class that your child will be placed in.

