



IABC Preschool/PDO Parent Handbook

Come Grow With Us!

Operation Details

Days of week: Monday – Thursday
Hours of day: 9:00 am to 2:45 pm
Dates: September 3, 2024 to May 15, 2025
Ages: Children 6 months to 5 years, ages as of September 1st may participate in our program.

Our Mission

Our goal at IABC Preschool/PDO is to show God's love to your children while educating them to their fullest potential; sharing with them our relationship with God and His Word, in hopes they will grow closer to Him.

Our Philosophy

Our program is a ministry of Indiana Avenue Baptist Church. The purpose of our program is to provide a safe, happy, nurturing, Christian environment where children can grow spiritually, socially, emotionally and cognitively. We believe that children learn best through play and activities that are appropriate for each child's age and development.

Program Goals

- Inspire an awareness of God's Love
- Promote a positive self-image
- Develop a sense of responsibility
- Introduce healthy habits
- Develop a love and respect for others
- Encourage curiosity and creativity
- Provide a safe, clean, Christian environment
- Assist children in reaching their full potential

Registration (upcoming school year)

A registration form and a non-refundable registration fee of \$180 is required to begin the process of placing your child in the IABC Preschool/PDO program. There are additional forms required (see Enrollment below). Please be aware that your child's place is not guaranteed until the registration fee has been paid.

Registration opens for children currently enrolled and IABC members beginning the first week of February and opens to the public the second week of February.

Families who are expecting may complete the registration form and pay the registration fee for their child to begin at six-months of age, as space allows.

Enrollment

All forms listed below must be completed and on file before the first day of school.

- Enrollment Form
- Safe Sleep Form (infant – 18 months)
- Physician's Statement
- Copy of Immunization Records/State Waivers
- Food Allergy Plan (if applicable)

Enrollment forms for the current school year are accepted year-round as availability allows.

Tuition Payment

PDO Tuition	Half Day	Full Day
<i>Tues. / Thurs.</i>	<i>\$200</i>	<i>\$220</i>
<i>Tues. / Wed. / Thurs.</i>	<i>\$260</i>	<i>\$290</i>
<i>Mon. – Thurs.</i>	<i>\$320</i>	<i>\$360</i>

Preschool Tuition	Half Day	Full Day
<i>Tues. / Thurs.</i>	<i>\$210</i>	<i>\$250</i>
<i>Tues. / Wed. / Thurs.</i>	<i>\$280</i>	<i>\$340</i>
<i>Mon. – Thurs.</i>	<i>\$350</i>	<i>\$430</i>

Payment Options

Payment can be made by cash, check or online through ProCare, please see the office for more information. A lock box is located outside the PS/PDO Office. If paying cash, place cash in a sealed envelope with the child's name written on the outside. Receipts will be given for all cash payments only. A \$25 fee will be charged for any returned checks.

Overdue Tuition

Tuition is due by the 1st of each month. If payments are not received by the 5th of the month an automatic late fee of \$15 will be added to the invoice for that month. If the IABC Preschool/PDO Office Staff has not heard from you by the 5th of the month in addition to late fees your child will be dropped from the class roll.

Withdrawal from IABC Preschool/PDO

IABC Preschool/PDO requires a two week notice for leaving our program. Monthly tuition can be prorated if a two-week notice is given. If a two-week notice is not given, IABC Preschool/PDO cannot prorate tuition.

Late Pick-up

Children are to be picked up by 12:00 pm for half-day and 2:45 pm for full day participants. Children signed out after these times will incur a \$1 per minute late pick-up fee (max of \$15).

Field Trips

Field Trips are only taken by our preschool programs and are planned a month in advance. Parents must give permission for their child to go on Field Trips. Our Field Trip permission form is part of your child's enrollment forms. Parents will be given detailed information for each field trip and given the opportunity to refuse their child's participation. Field Trip expenses are not included in tuition.

Security

Our doors will be unlocked from 8:55 am - 9:05 am for drop-off and from 2:30 pm - 2:45 pm for pick-up. If you arrive at any other time, the doors will be locked, please press the intercom and the office staff will let you in.

IABC Preschool/PDO School Delays or Cancellations

IABC Preschool/PDO follows LISD, Frenship and Lubbock Cooper school delays or cancellations. If any of the school districts are delayed, our facility will open 30 minutes later. For example, if LISD, Cooper, or Frenship schools are delayed until 9:00 our facility will open at 9:30. If all districts are delayed, we will begin our school day thirty minutes after the latest delay.

Birthday Parties

Parents may send a special snack with their child for the class to celebrate their birthday. Please make prior arrangements with your child's teacher.

If your child is planning a birthday party or playgroup, please keep the following in mind:

- We can only give phone numbers and addresses for families that have given permission.
- If invitations are being given at school, then all children in the class need to be invited.
- It needs to be clear on the invitation that it is a personal party and is not sponsored by the school in any way.

Class Parties

Classrooms will have special activities planned for Fall, Christmas, Valentines, Easter and the End of School. Teachers will plan the activities and ask parents to provide any needed items/snacks. Please keep in mind that food served, and activities planned will be age-appropriate for all children and free of any classroom allergies. If any activity requires class-wide participation (book/ puzzle or Valentine exchange) notes will be sent home with all students requesting the needed item.

School Supplies

Teachers greatly appreciate any donations of crayons, markers, pencils, colored pencils, playdough, tempura paint, water colors, baby wipes or dry-erase markers. IABC Preschool/PDO does not have any required supplies.

Daily Supplies

All items mentioned below need to be brought from home daily and clearly marked with the child's name.

Infants

- Diaper bag
- 5 diapers labeled with their name
- Bottles labeled with first name and last initial with breastmilk or formula
- Pacifier (cannot be the kind with attached stuffed animal)
- Snacks and baby food
- Change of clothes
- Written feeding instructions updated every 30 days
- Sleep Sack (non-swaddling) - if needed

Toddler – Preschool

- Nap-mat
- Backpack large enough to hold their daily folder and supplies
- Non-breakable/spill-proof water bottle labeled with first name and last initial
- Healthy lunch in a lunchbox with cooling packs if needed
- Change of clothes, including socks and underwear
- Five diapers or pull-ups labeled with first name if in 2s or younger

If your child has a **special blanket or item** they sleep with or comforts them, please send it to school with them.

Clothing

Clothes worn to school should be comfortable and weather appropriate. We ask that children wear comfortable sturdy shoes. The children have recess daily and PE on a regular basis.

We love to see children dressed up for school; however, our teachers plan many art activities that involve paint, glue, markers and other mediums. We use washable paints/markers and smocks when needed; however, we cannot guarantee paint/marks won't end up on children's clothing and even washable paint/markers do not come out of all fabrics.

Nap time

Infants will be allowed to maintain their own sleeping and wake patterns. All other classrooms have scheduled nap times. If children do not fall asleep after one hour of lying quietly, an alternate quiet activity will be given to the child.

Drop Off/ Pick Up Procedures

For the safety of your children, we use the *Procure System* to check in and out children. All those placed on the approved pick-up list will be assigned a number to type in to sign in/out their child. A valid Driver's license or state issued ID will be used to disclose identity. Children will not be released to anyone who is not placed on the authorized pick-up list supplied by parents. Our doors are locked for the safety of your children. When you arrive, you will ring the bell by the entrance and approved staff will allow entrance.

Health and Safety

Your child's health is very important to us. All health records and a signed Physician's Statement must be received by IABC prior to admission. Records can be emailed to Carrie.Bailey@iabc.org (with the exception of State Waivers for shots; these require an original notarized copy.) Communicable diseases spread quickly in classrooms. Please check with your physician before returning your child to school after recovering from a communicable illness. MEDICATION CANNOT BE GIVEN AT SCHOOL.

IABC does NOT keep an unassigned epinephrine auto-injector. If your child's allergy plan requires an Epi-Pen, you must send it every day. (An expired EPI-PEN is not allowed)

You must keep your child home if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- The child has one of the following:
 - An oral temperature above 100.4 degrees that is accompanied by behavior changes or other signs or symptoms of illness.
 - A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness.
 - An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness.
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
 - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Parent Communication

Parent communication is very important to us. It is our responsibility to provide parents with information about their child's day. It is the parent's responsibility to know what is happening each day with their child. We feel strongly about working together as a team.

Daily reports will be given out throughout the day through *Procare*. This method gives parents specific information about the child's lunch, rest time, favorite activities, and diaper changes, etc.

Parent Rights

A parent of a child in care has the right to:

- Enter and examine your center during its hours of operation without advance notice
- File a complaint against your center
- Review your center's publicly accessible records
- Review your center's written records concerning the parent's child
- Receive from your center:
 - HHSC's inspection reports for your center
 - Information regarding how to access your center's compliance history online
- Have your center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center.
- Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number
- View any video recordings of an alleged incident of abuse or neglect involving the parent's child maintained by your center as long as:
 - Video recordings of the alleged incident are available
 - The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child
 - Your center notifies in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording

Parent Rights - continued

- Obtain a copy of your center's policies and procedures
- Review, upon request of the parent, your:
 - Staff training records; and
 - In-house training curriculum, if any
 - Be free from any retaliatory action by your center for exercising any of the parent's rights.
- To breastfeed or provide breast milk for their child while in care. A breastfeeding area is located in the room labeled "Nursing Mothers"

Medical Emergencies

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach a parent, we will refer to the emergency contact information that you have provided. If necessary, we will call an ambulance and have your child taken to your designated hospital in the company of a staff member. The physician, ambulance attendant, paramedic, director or teacher will be in charge and make all decisions about the care of the child until relieved by a parent. Parents will be responsible for any resultant expenses. We will maintain a parent signed consent form agreeing to the provision. It is to your child's benefit that you keep the forms up to date with correct phone numbers and other pertinent information.

Lunch

Children must bring their own lunch consisting of finger foods and a drink. Send the lunch in a lunch box or sack. Please send foods children can handle themselves without a lot of assistance. Do not send food that needs to be warmed. This causes your child to wait for their lunch while the other children are eating. Please do not send colored juice (red, blue, or purple) in your child's lunch, as it will stain the carpet if spilled. Please send any utensils your child will need for lunch and label all your child's belongings to avoid lost items. Please cut grapes, cherry tomatoes and weenies into bite size pieces.

Child Care Licensing

Parents may contact the local Licensing Office at 806-445-2572 or access the HHSC website at hhs.texas.gov. A copy of minimum standards and our most recent licensing inspection report is on file at the IABC Preschool/PDO Office, or you may contact our local childcare licensing office, the Texas Department of Family & Protective Services located at 5121 69th St., Suite A4, Lubbock, Texas 79424, 806-698-5510 or access the minimum standards online at www.txchildcaresearch.org (b-2) Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Preventing/Responding to Child Maltreatment

It is the policy of IABC Preschool/PDO that all staff members are required to receive annual training on child abuse and neglect. Parents of a child who is a victim of abuse or neglect can obtain assistance and intervention, including procedures for reporting child abuse or neglect through the following:

- Texas Abuse/Neglect Hotline 1-800-252-5400 (open 24 hours a day, seven days a week)
- Texas Abuse/Neglect Website to www.txabusehotline.org
- DFPS website at www.txchildcaresearch.org

Emergency Preparedness Plan

All staff have an emergency preparedness plan located in each classroom. There is a specific plan of action for each of the following:

Evacuation: Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire) Designated location is outside of the operation.

Relocation: Imminent situation rendering inside and outside of building unsafe (example: flooding) Designated location is the Wildlife Cener; located next door.

Sheltering: Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado) Designated location the Tornado Shelter located in Green 12/13.

Lock-Down: Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area) Designated location within the operation.

Drills

Fire drills are required to be performed once a month. Severe weather sheltering drills are required four times in a calendar year. Lock-down drills are required four times in a calendar year.

Food Allergy

Emergency Plan: A food allergy emergency plan is an individualized plan prepared by the child's health care professional, which must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and steps to take if the child has an allergic reaction. A food allergy emergency plan is required for each child with a diagnosed food allergy. The required food allergy emergency plan must be signed and dated by the child's health care professional and the child's parent.

Indiana Avenue Preschool and PDO is a ministry of **Indiana Avenue Baptist Church**.

If we can be of any assistance to you or your family, please contact us.
Indiana Avenue Baptist Church Main Office – (806) 797-9704

Senior Pastor
Executive Pastor
Children’s Minister
Preschool/PDO Director

Steve McMeans
Tommy Martin
Brenda Loftus
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