

First Baptist School

“Distinctively Christian ~ Academically Excellent”

Early Childhood through Kindergarten

Parent Handbook

3115 Ocean Drive
Corpus Christi, TX 78404

Ph: 361-884-8931
Fax: 361-888-5905

(*07/2026*)

TABLE OF CONTENTS

Page 1

Vision and Mission Statement

Admission

Hours of Operation

Admission/Enrollment (including Director's open door policy)

Page 2

Health and Safety

Absences

Animals

Clothing

Food

Page 3

Gang-free Zone

Hearing and Vision Screening

Health Checks

Illness & Exclusion criteria

Immunizations

Page 4

Medications

Medical Emergencies

Release of Children

Safety Programs, including emergency plans

Page 5

School Closing

Traffic and Parking

Policies and Procedures

Discipline & guidance

Mothers with infants/toddlers

Parent Involvement

Page 6

Personal Items

Prevention of Child Abuse and Neglect

Update Contact Information

Visits to the Classrooms

Withdrawal

Special Activities and Opportunities

Designated Space

Family Education

Field Trips

Page 7

Parental Notification

Physical Activity

Screen Time

Page 8

Water Activities

Information provided by the DFPS concerning Infant Safe Sleep

Page 9

Maintaining a Violence-free Environment

Licensing Information ~ Texas Health and Human Services/Texas Department of Family and Protective Services ~ Child Care Regulation, Minimum Standards, & Child Abuse Hotline

FIRST BAPTIST SCHOOL

VISION

First Baptist School, a model of Christian and academic excellence, will provide a challenging and creative curriculum based on Biblical truths. Christian education goes beyond physical, intellectual, and emotional development to encourage spiritual growth of students and families leading to a lifetime walk with Christ.

MISSION STATEMENT

First Baptist School is a ministry and cooperating part of First Baptist Church. Every child is challenged to achieve their academic excellence and their spiritual awareness through the opportunity to know Jesus Christ as Lord. All FBS staff are vital team members in developing the whole child. All FBS team members are encouraged to continually grow as a Christian role model through a devotional life, a prayer life, and being an active member in their local church. First Baptist School is an advocate of the family. Families are the center of faith development for their child. FBS partners with families in the child's faith and intellectual development.

First Baptist School: Distinctively Christian ~ Academically Excellent

Admission

Hours of Operation

First Baptist School is a year-around program and is open Monday through Friday from 7:00 a.m. to 6:00 p.m. A yearly calendar will be printed and available showing all holidays. All classes begin at 8:00 a.m. **At arrival, all students must be escorted into the building by an adult and the adult must sign in the child on the Sign-in/Sign-out Form in the classroom. By signing your child in, you are confirming that in the last 24 hours your child has not had signs or symptoms of any illness and is fever free.**

Admission/Enrollment

Registration forms must be completed, including the signing of the parent contract, and must be turned into the office along with the registration fee. Parents will receive a copy of the First Baptist School Parent Handbook explaining the policies and procedures. Parents are asked to read, sign, and return to the office, the acknowledgement which is with the Admission forms. The Director has an open door policy for parents to review and discuss any questions or concerns about the policies and procedures. Parents are invited to address all concerns and compliments to the Director at any time during our hours of operation. Parents will be notified, in a timely fashion, on the school website and/or in writing of any policy changes.

First Baptist School does not discriminate on the basis of race or religious creed in administration of its educational or admission policies. In order to comply with state licensing requirements, all children in attendance must have current health information, including an up-to-date immunization record on file in the office.

First Baptist School has something special to offer in the field of education. The curriculum is geared to the average and above average student. Resources are not available for children with **severe** physical, mental, learning, emotional, or behavioral problems; however, accommodations can be made for children with special care needs that are recommended by a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program. The staff will utilize as recommended any adaptive equipment that has been provided to the center for a child's use and will ensure that activities integrate children with and without special care needs. Teachers will adapt equipment and procedures and vary methods as necessary to ensure that a child with special needs is cared for in a natural environment.

Health and Safety

Absences

Please notify the school office if your child is absent due to illness or a family emergency. Also, notify the school office if your child will be absent for an extended period of time.

Animals

Due to allergy concerns, classroom pets, other than fish, are not allowed.

Clothing

For the children's safety, closed, secure shoes are a must. Flip flops and loose fitting shoes can cause children to slip or trip while participating in physical activities. Also, **girls wearing dresses or skirts should wear shorts underneath.** Children should wear comfortable play clothes and have a complete change of clothing available at school in case it is needed.

Food

Healthy morning and afternoon snacks are served daily to all children in attendance at the scheduled snack times. **Students may not bring breakfast from home into the classroom; this must be eaten before arriving at school.** The charges for the school snacks are included in the tuition. Lunch is served to all half and full-day children. Lunch accounts must be set up in the school office. Lunch menus & a Family Nutrition Newsletter are sent home monthly. Children are encouraged to eat the nutritional meals prepared at school which meet the children's daily food needs. Liquids and food hotter than 110 degrees F are kept out of the children's reach. Parents who choose to provide the child's meals and/or snacks from home must understand that First Baptist is not responsible for its nutritional value or for meeting the child's daily food needs. If your child brings his/her lunch, please remember that your child's daily food needs for lunch include: 6-8 ounces of milk, a serving of 1½-2 ounces from the meat/meat alternates food group, ¼-½ cup from the vegetable food group, ¼ cup from the fruit food group and ½-1 serving from the grains food group. To ensure the safety of food brought from home, hot food must be in thermal containers and cold food must either be in a thermal container or protected by an ice/cold pack.

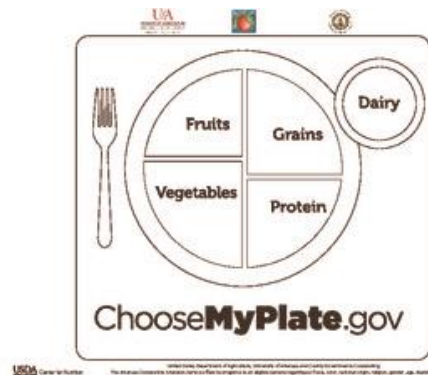
Milk and a serving of vegetable and/or fruit are available for children who bring lunches.

Due to possible allergic reactions, all meals and snacks prepared and provided by First Baptist School are nut free. All staff are educated on food allergies and they take precautions to ensure children are protected.

Prepared food for special occasions, such as birthday and holiday celebrations, that is brought into the school by parents to be shared among children must be commercially prepared or prepared in a kitchen that is inspected by local health official.

Staff do not reward good behavior or clean plate with foods of any kind.

Parents are encouraged to visit the ChooseMyPlate.gov-LearntobeHealthy.org website for helpful information on daily food plans and other healthy eating and activity tips.



Gang-Free Zone

A gang-free zone is the designated area around our school and child care center where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Certain gang-related criminal activity that occurs within **1000 feet** of our school or child care center is a violation of the law and is therefore subject to increased penalty.

Hearing and Vision Screening

Hearing and vision screening for all children entering Pre-kinder and Kindergarten is required. Parents must submit documentation of the results with the child's health statement.

Health Checks

Health checks are conducted by the classroom teachers when students arrive and as needed throughout the day when a child's behavior indicates that something is affecting his/her health. The teacher greets the child and looks for breathing difficulties, severe coughing, discharge from the nose or eyes, changes in skin color, bruising or swelling, cuts, sores or rashes; and asks the child questions. We will take the temperature of a child who appears to not feel well or expresses that he/she does not feel well. "Daily Health Check" forms are available in every classroom and are filled out if there is anything to denote. Completed forms are kept in the individual's classroom student file. Communication between the teacher and parents concerning any changes in a child's sleep, eating and drinking, toileting habits, mood and behavior at home or at school is very important for the child's well-being. All staff members at First Baptist School have CPR and 1st Aid training and receive instruction on conducting health checks.

Illness & Exclusion criteria

Sick care is not available. Children with fever of 101 degrees (oral) or 100 degrees (tympanic) or higher and/or symptoms and signs of possible severe illness must not be brought to school and must be picked up from school as quickly as possible if fever or symptoms develop during the day. Children cannot return until they have been fever-free (with no medication) and symptom free for 24 hours or until a health care professional's statement that the child no longer has an excludable disease or condition is obtained.

Immunizations

Each child enrolled must meet the immunization requirements as set forth by the Texas Department of Health. Children must have all immunizations needed for their age by the date of admission. If this is not possible, First Baptist School will grant a one-week grace period for immunizations to be completed. If they are not completed by the end of the grace period, the child will not be able to return until this requirement has been met. Parents will be notified if and when Tuberculin testing becomes a requirement for Nueces County.

The safety of our employees and the children in our care is paramount. We currently recommend that our employees who are not exempt due to medical conditions or reasons of conscience receive the following immunizations: Influenza (annually), COVID-19 vaccine and Pertussis (TDaP). When immunizations for vaccine-preventable diseases are received by employees, documentation is required and is kept on file. First Baptist School encourages the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment includes gloves, masks, and antibacterial soap. The use of protective medical equipment will be based on the level of risk the employee presents to children by the employee's routine and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of illness. There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. All employees are required to sign an "Employee Immunization Policy" and failure to sign the policy will result in the employee not being able to work directly with children.

Medications (this includes insect repellent, sunscreen, chap-stick and cough drops)

Parents must fill out the designated form in the school office when it becomes necessary for the child to receive medication, insect repellent, sunscreen, chap-stick or cough drops during school hours. The student may not keep any of these items in the classroom whether it is prescription or over-the-counter. Students must be given medication, insect repellent, sunscreen, chap-stick or cough drops in the office by authorized office personnel and according to prescription and label instructions. Parents must provide these products in the original container labeled with the child's full name and the date brought to school.

Medical Emergencies

If a child is seriously ill or injured, First Baptist School staff will contact the child's parent and emergency services or, if necessary, take the child to Driscoll Children's Hospital emergency room. If a parent or emergency contact person is not reached, the child's physician as listed in the records is contacted. The cost of EMS services are the parent's responsibility.

Release of Children

Children are to be picked up from their classrooms. The authorized pick-up person will sign out his/her child and record the time. Always be prepared to show picture identification in the event a staff person does not recognize you. A person who is not on the pick-up list, but has been given permission by the authorized parent/guardian, must show picture identification and sign the child out in the office before the child is released from their classroom. Once the child has been signed out in the office, the pick-up person will be given an "*Authorization for Release*" form to hand to the child's teacher.

Safety Programs

Several programs have been put in place to help ensure the safety of all our students:

- A. **All students must be escorted into the building by an adult and the adult must sign in the child on the Sign-in/Sign-out Form in the classroom. By signing your child in, you are confirming that in the last 24 hours your child has not had signs or symptoms of any illness and is fever free.**
- B. A fire drill is conducted regularly. Wheelchairs, cribs on wheels and multi-passenger strollers are available for children less than 24 months of age or other children in need of special assistance to exit the building safely.
- C. A "suspicious" stranger drill takes place when scheduled. The teacher locks the classroom door, and the children assemble in the corner of the room away from the window in the door and await the all-clear signal.
- D. A "bad-weather" drill includes filing into the hall where there is no glass, sitting quietly with backs against the wall until the all clear is sounded. The teacher may be instructed to take the students to Elmore Hall. In the event of an actual "bad weather" emergency, parents may be required to pick up their child in Elmore Hall. When picking up your child be sure to sign him/her out with the teacher.
- E. If evacuation of the school becomes necessary, teachers and students will relocate to the Recreational Center or to the Friendship Room at the Koinonia Apartments at 3113 Ocean Dr., Corpus Christi, TX, 78404. Parents will be called, e-mailed, or sent a text message to pick up their children at the designated location.
- F. During a "shelter in place lock down for chemical emergency," the school will be locked down, windows shut, and air conditioners turned off. **Parents will not be allowed into the building until the all clear is given. Teachers will stay with their group of children and provide activities and scheduled snacks until parents are able to arrive.**

A complete Emergency Preparedness Plan is given to every staff member and training is provided annually.

School Closing

If the school must close due to weather conditions or any other unsafe or unsanitary reasons for any length of time, parents will be notified through the School Messenger Phone Bank System and the First Baptist School Facebook post. Tuition is not refunded for any emergency closures.

Traffic and Parking

Please observe the “Handicapped Parking” areas. Do not leave purses or other valuables in your vehicle or your engine running while you enter the building. **DO NOT leave children unattended in vehicles in the parking lot.** Please park only in marked stalls & observe all safety rules.

Policies and Procedures

Discipline & Guidance

All staff members use positive reinforcement to continually encourage children to make good choices. Discipline will be individualized and consistent for each child; appropriate to the child’s level of understanding; and directed toward teaching the child acceptable behavior and self-control. All staff members will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There will be **no** harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: Corporal punishment or threats of corporal punishment; Punishment associated with food, naps, or toilet training; Grabbing or pulling a child; Putting anything in or on a child’s mouth; Humiliating, ridiculing, rejecting, or yelling at a child; Subjecting a child to harsh, abusive, or profane language; Placing a child in a locked or dark room, bathroom or closet; Placing a child in a restrictive device for time out; Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out; and Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Sometimes behavior problems occur because a child is not ready to be in a group setting and is in need of consistent one-on-one attention. Parents will be kept informed of persistent misconduct. Repeatedly hitting or biting other children and/or staff members or any other behavior which endangers himself/herself or others could result in dismissal of the child if the First Baptist staff feel that the child would benefit from being in a different setting.

An informative resource for preventing suspension and expulsion can be found on line at childcare.gov ~ preventing exclusion and expulsion from childcare programs.

Mothers with infants/toddlers

There is a comfortable, quiet place in the Ladies’ Lounge on the second floor which is provided to enable a mother to breastfeed her child. Parents have the right to breastfeed or provide breast milk for their child while in the care of a licensed childcare facility.

Parent Involvement

Parents are encouraged to volunteer to be Room mothers/fathers and to attend special events that are announced and held throughout the year at First Baptist School. Parents and/or teachers who would like to schedule a parent-teacher conference are welcome to notify the Director who will schedule the conference at any time that is convenient for both the parents and the teacher. Teachers will send home daily reports for each child to keep parents informed of their child’s daily activities. All teachers will send home progress reports for each child and a Parent Survey at the end of each semester (Dec.

and May) and will provide an opportunity for parent conferences to keep parents informed of their child's development. Teachers will document developmental progress using the CDC developmental Milestone Checklists.

Personal Items

Items from home such as toys, Game Boys or game systems, videos, CD's, DVD's, music players (i.e. iPod), cell phones, etc. are NOT allowed to be brought to school. First Baptist School will not be responsible for any lost or stolen items.

Prevention of Child Abuse and Neglect

All managers and caregivers upon hiring and annually thereafter receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse, neglect and sexual abuse and the responsibility and procedure for reporting suspected abuse and neglect.

In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques, and awareness of prevention techniques for child abuse and neglect, we encourage our parents and staff to visit the GetParentingTips.com website.

The strategy for coordination between First Baptist School and appropriate community organizations will always be through and upon advisement of Texas Health and Human Services, Texas Department of Family and Protective Services and our current Child Care Licensing Representative.

For assistance and intervention, parents and others can contact DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online www.txabusehotline.org. Be prepared to give as much information as possible when reporting suspected abuse or neglect.

Update Contact Information

Parents may update their contact information at their convenience by leaving the information in the school office or by e-mailing the information to ecdirector@fbscorpus.org.

Visits to Classrooms

Parents are always welcome to visit at any time during our hours of operation to observe their child, the childcare center's program activities, the building, the premises, and the equipment without having to secure prior approval.

Withdrawal

Parents must submit in writing, with a minimum of 2 weeks' notice, their plans, including dates, for withdrawing a child from First Baptist School. An exit interview will be scheduled with the director. Charges will continue to be incurred until office personnel receive such notice. In every case of withdrawal, tuition is payable to the end of the month in which the child is withdrawn. A child's records may be transferred upon payment in full of account balance.

Special Activities and Opportunities

Designated Space for intervention sessions or therapies

When needed room LL 39 is available to authorized specialists/therapist who have the parents' written permission to work one-on-one with a child enrolled at FBS.

Family Education

The Church Library is located on the 2nd floor and is an excellent educational resource center for all ages. There is also a Parents' Information Desk at the stairway entrance with valuable tips in English and Spanish. Local pediatricians and children/youth ministers are invited to provide families with opportunities to better understand child growth and development. Each year from August to May, Discipleship Classes are offered every Wednesday evening from 6:00-7:30 p.m. Walk-ins are welcomed and childcare is provided.

Field Trips

Every summer during the Summer JOY program, pre-kindergarten thru 3rd grade participate in First

Baptist Church Vacation Bible School. This is called an In-house field trip and notification and permission slips will be sent home at least 48 hours in advance. “On Campus” field trips would include walking to the gym located in the Recreation Center and parents must complete the section on field trips on the registration form in order for their child to participate.

Parental Notification

Important information regarding school activities, events, etc. is sent home with the children. Parents must make sure to check children’s individual cubbies when picking them up from school. The child-care director posts a newsletter and calendar on the school’s website: www.fbscorpus.org. Updates to the Parent Handbook are posted on the school website. It is the parent’s responsibility to check the website frequently for updates. The School Messenger Phone Bank System and the First Baptist School Facebook post will also be used to notify parents of important information.

Physical Activity

We want children to be active...

- To ensure normal growth and development
- To instill good health habits
- To help decrease the problem of childhood obesity
- To help control blood sugar levels
- To build strong bones and muscles
- To build strength and endurance
- To increase their ability to learn
- To help children build self-confidence and self-esteem
- To gain independence
- To explore their world
- To have fun!

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Outdoor play times are scheduled for every age group with limited mixing of ages. Every class has an assigned 30 minute outdoor time for the morning and 30-45 minute outdoor time for the afternoon, weather permitting, in which the children make use of both small and large muscles. Both indoor and outdoor activities will include a minimum of 60 minutes of moderate to vigorous active play for ages 18 months – 35 months and 90 minutes for ages 3 years and up. The activities will include, but not be limited to crawling, jumping, hopping, skipping, running, climbing, and marching; throwing, kicking and bouncing a ball; various exercises such as toe raises, knee bends, kickbacks, reach ups, arm circles, jumping jacks, etc.; movement to music and dancing; and playing with push and pull toys.

The physical activity program will take place in the enclosed playground, the classroom, the Enrichment room, and the multi-purpose activity room in Elmore Hall. When the gym is available, an additional 30 minutes of physical activity is scheduled. Use of the activity room enables moderate to vigorous physical activities to occur daily regardless of extreme weather conditions which may prohibit or limit outdoor play. Precautions are implemented based on temperature, heat index, wind, rain, lightning, ice and snow.

Screen Time

Watching television is not allowed. Screen time activities may not be used for children under the age of two years. Classes for children two years and older have technology/computer centers and teachers may specify in their lesson plans a learning activity which will be available for the children to choose at center time. Each child’s screen time may not exceed one hour per day.

Water Activities

First Baptist School will occasionally provide water play activities, which would include use of water tables and sprinklers on the school playground. Parents must complete the section on water activities on the registration form in order for their child to participate. **Swimming activities including splashing/wading pools are NOT provided.**

Information provided by the DFPS concerning Infant Safe Sleep

First Baptist School is not licensed to care for infants; however, Texas Health and Human Services requires all licensed centers to inform parents of the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS).

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you have an Infant Sleep Exception/Health Care Professional Recommendation Form 3019 signed by the infant's health care professional.
- All licensed child care programs are smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants should have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you have an Infant Sleep Exception/Health Care Professional Recommendation Form 3019 signed by the infant's health care professional.

Maintaining a Violence-free Environment

Our goal is to provide a safe, nurturing environment; therefore, children will not be allowed to play games that involve "shooting" or "killing" other adults and children while on the premises or at a sponsored event with First Baptist School. If a child plays such games, he/she will be redirected by the teacher/administrator, and a parent phone call will be made. If a child continues to play such games or make threats, he/she will be suspended from school for at least 3 days. Before returning, a meeting with parents and administrators/teachers will be required to discuss consequences that will become more severe and could result in a permanent suspension if the behavior continues.

A child threatening to bring or use a weapon (including but not limited to any type of knife, nerf gun, airsoft gun, and bb gun) First Baptist School will result in the child's parent being called and required to come to the school. The Corpus Christi Police Department will be called, and the child's backpack will be taken to the office. A police officer will search and investigate the backpack to ensure that there is not a weapon in the backpack. If indeed there is a weapon, the police officer will investigate the incident and care for the child will be terminated immediately. If no weapon is found, the Director and a pastor from the FBC staff will meet with the child and his/her parents. A direct threat to bring or use a weapon will cause termination of care of the child.

Our Adult Code of Conduct includes use of appropriate language and private, calm discussion with the director to address any concerns.

Corpus Christi Police will be called if a parent or any adult on the premises of First Baptist School makes threats that would cause harm to the staff, children, or others. We will terminate the child's care in the event of disruptive behavior from any parent, guardian, or visitor.

Licensing Information

First Baptist School is a facility licensed by the *Texas Health and Human Services Commission*, also known as *Childcare Regulation*. All rules or regulations followed are to be in compliance with *HHSC Minimum Standards* and the *Texas Department of Health*.

Standards set by these entities are "minimum" requirements; any other practices or regulations of First Baptist School are considered to increase the quality of care and set us apart from other facilities.

Parents may obtain information on minimum standards in the childcare office or online on the HHSC Child care Regulation website and click on "Minimum Standards". Current licensing reports are posted on the Early Childhood Bulletin Board in the hallway of the Early Childhood Department for parent's convenience.

For more information on Childcare Regulation, CPS abuse hotline (1-800-252-5400), or the HHSC website, contact the local Licensing office at:

**Texas Health and Human Services
5155 Flynn Parkway, Corpus Christi, TX 78411
Phone: 1-361-878-3451; 1-956-316-8275**