



**FIRST BAPTIST
LEARNING CENTER**

Parent Policies

First Baptist Learning Center

First McKinney

1615 W. Louisiana Street

McKinney, TX 75069

revised 7/2026

Parents are to initial the enrollment form confirming receipt of Parent Policies, acknowledging they have read the packet and will adhere to its guidelines. All policies of the preschool division of First Baptist apply to FBLC. For more information on the church or other First McKinney ministries, please contact the First McKinney front office at 972-542-0041

✨ Our Vision

Helping children become disciples who live and love like Jesus

🎯 Our Mission

First Baptist Learning Center (FBLC) is a ministry of First McKinney dedicated to providing a nurturing Christian environment where every child can grow and develop spiritually, intellectually, emotionally, socially, and physically.

FBLC also serves as a supportive partner to parents by providing high-quality care and educational guidance.

💖 Core Values

Faith

*At the heart of our program is the commitment to having well-trained teachers who genuinely love and teach children as authentic Christian role models. Each teacher maintains a written testimony of faith in Christ on file. Our goal is to develop the whole child within a Christian framework, helping each child become all God created them to be. FBLC promotes faith development through **developmentally appropriate Bible teaching** that goes beyond facts to include life application of Scripture.*

Family

Parents and families are essential partners in the foundation of FBLC. We believe that partnering with families is vital to providing effective Christian education and nurturing children's spiritual growth.

Play

Play is the primary way children learn and explore the world. It supports the development of critical thinking, leadership skills, problem-solving abilities, and confidence. At FBLC, we recognize that children learn best through play. We follow each child's interests and tailor our approach to prepare them for success in school.
Play is not a break from learning; it is the way young children learn.

Environment

FBLC is committed to providing a safe, secure, and well-equipped environment that enhances the teaching and learning process. Our classrooms foster hands-on learning, creativity, and developmental play. The outdoor classroom serves as an extension of the indoor space, addressing the whole child spiritually, physically, emotionally, cognitively, and socially. Integrating nature into the school day enriches the learning experience. We maintain age-appropriate teacher-to-child ratios to optimize individualized learning according to each child's style.

You may view First McKinney Core Values and Beliefs here: [FM- Core Values and Beliefs](#)

Program Information

First Baptist Learning Center is a state-licensed early childhood center offering a variety of educational options for parents and children. Our program serves children as young as 18 months through preschool and kindergarten.

We emphasize a learning environment that respects and nurtures each child's unique learning style. Recognizing that children learn best through discovery-based exploration and hands-on experiences (play), our qualified and well-trained teachers deliver stimulating lessons designed to foster self-direction, independent thinking, and executive function skills.

All FBLC staff members are:

- CPR and First Aid certified
- FBI fingerprinted and background checked
- Required to complete a minimum of 24 hours of professional development annually

Our classrooms provide a warm, nurturing, and Christian atmosphere where every child feels valued, approved, and appreciated.

First Baptist Learning Center Curriculum

Our curriculum is thoughtfully designed to meet the unique needs of each child, guided by developmentally appropriate practices and the latest research in early childhood education.

Teachers build lessons around monthly themes selected by the administration team and supplement their plans with additional online resources. To nurture preschool-aged spiritual growth and Christian values, we use Lifeway's Levels of Biblical Learning.

We also integrate state guidelines, including:

- [Texas Infant, Toddler, and Three-Year-Old Early Learning Guidelines](#)
- [2022 Texas Prekindergarten Guidelines PK3 and PK4 Comprehensive Guide](#)
- [Texas Essential Knowledge and Skills for Kindergarten](#)

These resources help us plan quality learning experiences that cover all areas of development.

Curriculum Philosophy

Our curriculum is designed to support the spiritual, cognitive, emotional, social, and physical development of each child through engaging, age-appropriate experiences.

Biblically Based

- Each unit includes a Bible story and a spiritual focus
- Uses repetitive phrases and memory verses to support retention and understanding
- Encourages conversations about God, creation, and kindness in everyday moments

Activity-Based

- Focuses on hands-on, experiential learning
- Children learn by doing, not just by listening
- Learning centers allow exploration through play and discovery

Choice-Driven

- Children are given choices to promote independence and self-motivation
- Allows children to decide which centers to explore and materials to use

- Encourages engagement by honoring each child's interests and strengths



Physical Development

- Promotes both gross and fine motor skills
- Activities include puzzles, dramatic play, drawing, block building, reading, and more
- Movement is built into the daily schedule



Creative Expression

- Emphasis on the creative process over the final product
- Opportunities for art, music, imaginative play, and early writing
- Every child is encouraged to express themselves uniquely



Beginning Group Experiences

- Lessons support social development and peer interaction
- Activities are designed to match age level and attention span
- Encourages progress from solitary play to cooperative group learning



Fun and Engaging

- Children learn best when they are enjoying the experience
- Movement, creativity, and choice help build confidence and joy in learning
- Positive relationships and a sense of success are foundational



Invites Conversation

- Promotes natural, simple conversations about spiritual and moral concepts
- Teachers model kindness, curiosity, a love for learning, and faith



Admissions & Enrollment Overview

Ages Accepted:

Children 18 months through Kindergarten, based on age as of September 1st

Non-Discrimination Policy:

- FBLC admits students of any race, color, nationality, or ethnic origin to all programs, privileges, and activities.
- FBLC does not discriminate in the administration of its policies, enrollment, or scholarship programs.

Special Needs Consideration:

- FBLC does not offer special education services
- One-on-one care is not consistently available
- Children with special needs are considered individually and enrolled as capabilities allow



Registration

Online Registration: www.firstmckinney.com/fblc

- Opens February 1 for new families
- Opens in December for currently enrolled families (via emailed enrollment link)

Registration Fee:

- Non-refundable, equal to one month's tuition per child
- No discounts for multiple children
- Half due at registration, second half due with April tuition (for current families)
- Confirmation of Enrollment:
A spot is not confirmed until half of the registration fee is paid
- Kindergarten Supply List:

- Additional parent-provided supplies are required for the Kindergarten class-
[Kindergarten Supply List .pdf](#)

Enrollment Options by Age

- 18–24 months:
May attend 2 days per week
- 2 & 3 year olds:
May attend 2 or 3 days per week
- 4-year-olds:
May attend 2, 3, or 4 days per week
- Kindergarten:
 - Must be 5 years old by September 1st
 - Meets Monday–Thursday
 - Teachers are certified to teach Kindergarten
 - The program may be used as a transitional Kindergarten year
 - Graduates are eligible for first grade in public or private schools

Program Calendar

Program Days & Hours

- Monday–Thursday
- 9:05 AM – 2:05 PM

School Year Dates

- Runs from Labor Day through the second week of May

Holiday & Weather Closures & Late Starts

Follows McKinney ISD calendar for:

- Holidays
 - School closings: If MISD is closed, FBLC is closed
 - If MISD has a delayed start, FBLC is closed for the day
 - Bad weather days
 -  FBLC will not make up days for bad weather
- Please see the parent calendar for specific dates ([First McKinney - Weekday Preschool](#)).

Communication of Closures

Notifications will be sent via:

- Procare App (Admin post)
- First Baptist Learning Center - Home | Facebook
- Emergency school-wide text message

Tuition, Fees & Withdrawal Policy

Tuition Schedule

- Tuition is based on the number of scheduled class days and divided into 9 equal monthly payments
- Payments do not include:
 - School pictures
 - Occasional class party expenses

Payment Due Dates

- Tuition is due: the first school day of each month
- Late fee:
 - \$25 fee added at 2:15 p.m. on the 10th calendar day
- Delinquency policy:
 - If unpaid by 2:15 p.m. on the last calendar day of the month, The child will be withdrawn and placed on the waiting list

How to Pay

- Online: www.myprocare.com- you can pay using the app
- Debit Cards: 0% additional fees
- ACH (Electronic Bank Transfer): You can set up secure, automatic bank transfers. To do this, please request a Tuition Express election form by emailing fbcl@firstmckinney.com.
- Returned Payments:
 - A \$25 returned payment fee will be charged
- 3% processing fee will be applied to all tuition and fee payments made by credit card.
- Questions? Contact:
Tammy LaFratte – tammy.lafratte@firstmckinney.com

Absences & Refunds

- **No refunds** for absences (illness, vacation, etc.)

Withdrawal Policy

- Parents must provide at least two weeks' notice using a Withdrawal Form (available from the FBLC office)
- If no notice is given, tuition will still be charged for that month

Children with Special Needs & Inclusive Services

FBLC is committed to fostering an inclusive, supportive environment where every child can thrive.

Notification & Documentation

- If your child has a diagnosed special need, please notify the FBLC office
- Submit proper documentation from a licensed healthcare provider or qualified professional

Collaboration & Accommodations

- FBLC staff will work closely with the diagnosing professional to:
 - Make appropriate accommodations
 - Incorporate adaptive strategies
 - Support each child's individual development

- Adaptive equipment recommended by professionals must be provided by the parent
- Staff will ensure the child is integrated into all classroom activities, adapting:
 - Procedures
 - Learning materials
 - Teaching methods
 - Classroom layout as needed

Resources for Families

For additional support and information:

[Child Find | SPEDTex](#) or [Early Childhood Intervention Services](#)

Cell Phone Use on Property

For the safety and well-being of all children, families, and staff, FBLC asks both staff and parents to follow these cell phone guidelines:

- No Cell Phone Use While Driving: Please do not use cell phones when driving on First McKinney property.
- Turn Off Cell Phones Inside: We ask that all cell phones be turned off or silenced while inside the building during preschool events, conferences, drop-off, and pick-up times.

This policy helps ensure that children remain our first priority and that everyone stays safe and fully engaged during all interactions on campus. Thank you for partnering with us to maintain a secure and focused learning environment!

Parent Parking Lot Policies

At FBLC, safety is our top priority—for every child, parent, and staff member. Please follow these guidelines to help us maintain a secure environment:

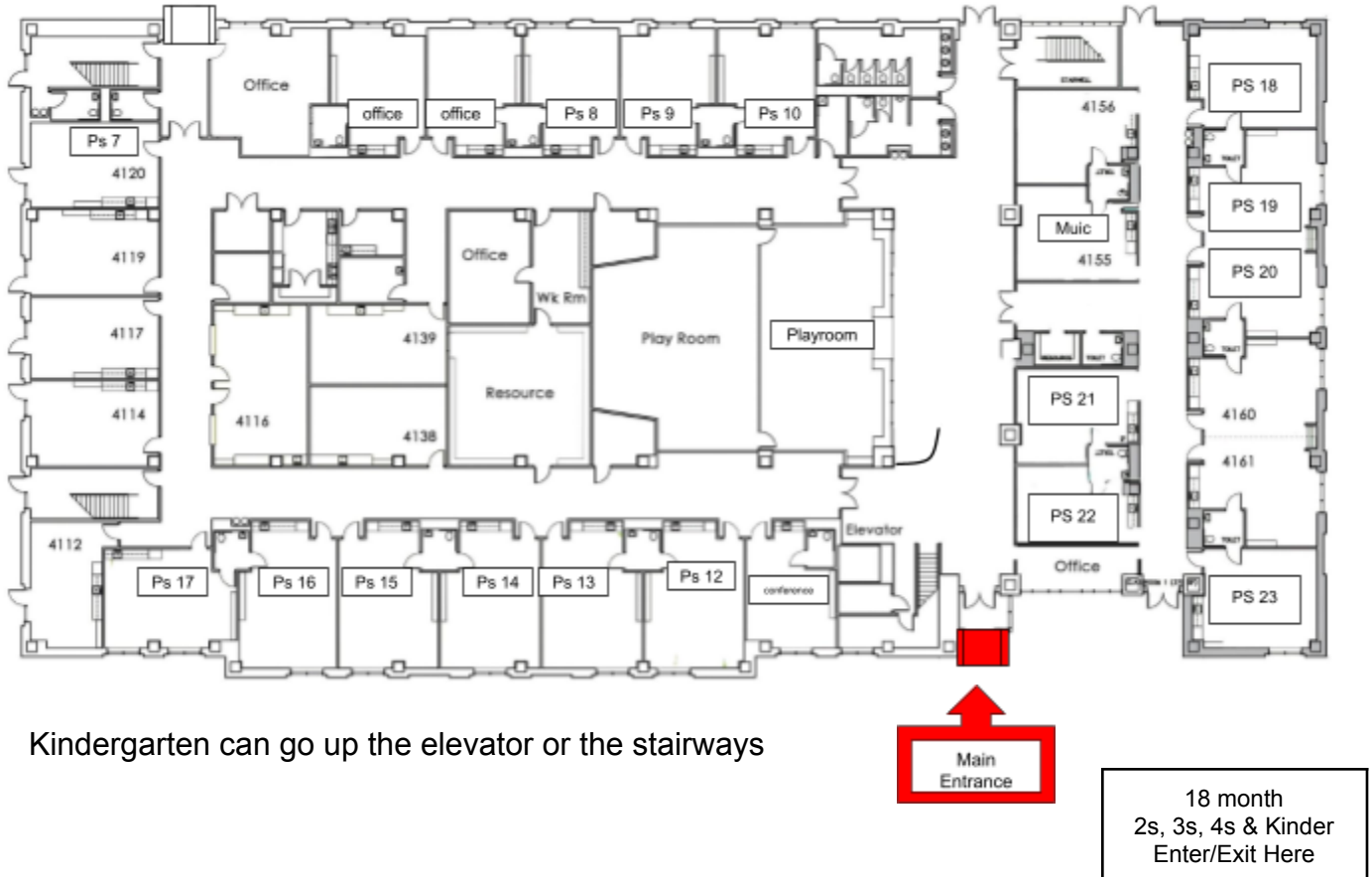
No Unattended Children

- Do not leave children unattended in vehicles on church grounds at any time
- Parents must supervise children closely when entering or exiting the building

Covered Drive Policy

- Do not use the covered drive for drop-off or pick-up
 - This area must remain clear for safe pedestrian access
 - Warnings will be issued for improper use
 - If there is a mobility issue, please contact Tammy LaFratte, 469-452-6927 option 1

FBLC Drop-Off/Pick-Up Procedures



Arrival & Departure Procedures

Arrival: Morning Drop-off Procedures

- **Drop-off begins at 9:05 a.m.** Exterior doors will open at this time. *Children may not be dropped off before 9:05 a.m.* as teachers are using this time to prepare their classrooms and participate in prayer.
- **Identification is required.** Parents must present either their FBLC ID badge or stop by the front office with your driver's license to obtain a visitor's sticker upon entry.
- **Escort to classrooms.** Parents are expected to walk their children directly to their assigned classrooms each morning.
- **Late arrivals.** If you arrive after the start of the school day, please use the main entrance. Walk to the door and ring the bell. An FBLC staff member will escort your child to their classroom.
- **No breakfast foods.** Children may not bring breakfast items into the classroom.

Departure: Afternoon Pick-up Procedures

- **Pick-up begins at 2:05 p.m.** Exterior doors will open at this time. Parents will pick up their children directly from their assigned classroom.
- **Identification is required.** Parents must show their FBLC-issued ID badge every time they pick up a child. Please keep your badge visible at all times. Teachers will verify the parent's badge with the student's badge before dismissal.
- **Authorized pick-ups.** Children will only be released to parents or individuals listed on the child's Emergency Contact form.
 - If someone other than a parent is picking up, an *Emergency Pick-up Form* (available in the front

- office), a written note, or an email must be submitted to the administration **before pick-up time**.
- The note must include the child's name, along with the full name, address, and phone number of the approved pick-up person.
- The designated person must show a valid driver's license for identification at pick-up.
- Teachers will not release a child to anyone without proper authorization from the parent.
- **Late pick-up policy.**
 - Children not picked up by **2:15 p.m.** will be assessed a **\$20 late fee** for the first 15 minutes, plus **\$1 per additional minute thereafter**.
 - If you are delayed due to unforeseen circumstances, please call **469-452-6927** and leave a message for your child's teacher.
 - If a child remains on FBLC property after **4:00 p.m.**, local police will be contacted.
- **Office availability.** Administrators are unavailable from **8:30–9:20 a.m.** and **1:50–2:20 p.m.** due to prayer, drop-off, and dismissal duties. During these times, please leave a voicemail, and your call will be returned as soon as possible.
- **Parental responsibility.** Once a child has been released to a parent or guardian, responsibility for the child's care transfers immediately—even if the family remains on FBLC property. Teachers are no longer accountable after dismissal. To help us prepare the building for the next day, we kindly ask all parents to exit promptly after picking up their child. This allows our custodial team to begin their work efficiently. Thank you for your cooperation!

FBLC will not be held liable for teachers hired outside of school. This includes drop-off, pick-up, or any supervision outside of regular school hours.

Stay connected with the latest updates through:

- FBLC website Weekday Preschool [First McKinney - Weekday Preschool](#)
- FBLC Facebook [First Baptist Learning Center | McKinney TX](#)
- Administration email
- Individual classroom communication through Procure

Parent & Child Photo ID Badges & Building Entry Procedures

Parents will be asked to provide headshot photos of their children and any adult dropping off and/or picking up who is listed on the emergency contact list. Please email them to tammy.lafratte@firstmckinney.com.

Student ID Badges

- Each student is issued a photo ID badge with a unique digit
- The badge is attached to the child's backpack
- At the end of the school year:
 - Badges will be collected by staff for students returning the following year
 - ID badges are updated as needed

Parent/Guardian ID Badges

- Each parent/guardian will receive a photo ID badge with a matching digit to their child's badge
- Badges are distributed at Meet the Teacher Night for those who need one
- Parents and guardians are welcome to visit FBLC anytime during operating hours
- An ID badge is required for building entry
 - Use the main entrance doors only
 - No other entry points are permitted
 - Keep the badge visible at all times
- Visitor authorization. All visitors (including grandparents, extended family, or special guests) must be approved by a parent or guardian before visiting.
- Safety first. No visitor will be permitted access to a child without prior written authorization from the parent or guardian.
- To access hallways or classrooms:
 - An FBLC staff member must allow entry
- Forgot your badge?
 - Visit the FBLC office
 - Show a valid driver's license
 - You will be given a visitor sticker
- Need a new badge?
 - If a badge happens to get damaged or lost during the school year, your first replacement is completely free. Any second or subsequent replacements will incur a \$5 charge, which will be billed to your MyProcure account and due with the following month's tuition.



Health and Medical Information

[2026-2027 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities](#)

[2026 - 2027 Texas Minimum State Vaccine Requirements for Students Grades K - 12](#)

The State of Texas requires that every child enrolled at First Baptist Learning Center have a current immunization record on file. Each child must meet the immunization requirements specified in the *Texas Department of Health Immunization Requirements in the Texas Handbook*.

Immunization Documentation:

- Immunization records must be validated by a physician or other healthcare official with a signature or official rubber stamp.
- All required immunization documentation must be completed and on file by the date of admission; a child may not attend until this is received.

Hearing & Vision Screening:

- The Health Department requires that every child who turns four years old by September 1st must have a professional screening for possible hearing and vision concerns by a licensed or certified screener.
- FBLC will offer your child the opportunity to be screened for a small fee.
- If a parent declines this service, the parent must provide certified hearing and vision screening documentation for our files.

Specialized Medical Needs:

- If a child in FBLC's care requires specialized medical assistance, parents must provide written directions from the child's healthcare professional.
- Teachers and staff are required to familiarize themselves with the child's needs and follow the directions exactly as provided. A copy of these directions will be kept in the child's file.

Protecting Children from Vaccine-Preventable Diseases

First Baptist Learning Center is committed to promoting the health and safety of all children in our care.

- While FBLC encourages all staff to stay up to date with recommended immunizations, there is currently no requirement for staff to receive specific vaccines.
- Teachers are not required to have a TB test on file, in accordance with the Collin County Health Code.

To help protect children from preventable illnesses, FBLC staff are expected to:

- Sanitize surfaces and classroom materials frequently, going above and beyond minimum requirements.
- Practice proper handwashing more often than required by licensing standards.
- Stay home or be sent home if they display symptoms of illness to help prevent the spread of infection.

Your child's health is of utmost concern to the FBLC team, and we are dedicated to maintaining a safe and healthy environment for all children, staff, and families.

Illness Policy

For the protection of your child and all children at First Baptist Learning Center, parents are asked not to bring their child to school if any of the following symptoms or conditions exist or have existed in the past 24 hours:

1. Fever of 100°F or higher
2. Vomiting or diarrhea
3. Any symptoms of usual childhood diseases (e.g., measles, mumps, chickenpox)
4. Common cold (from onset through one week), including a runny nose with green mucus (a clear runny nose is acceptable)
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection (boils, ringworm, impetigo)
9. Suspected mononucleosis
10. Pink eye or other eye infections

FBLC will follow the Texas Health and Human Services Communicable Disease Guidelines for readmission criteria. (For the most current list, visit [Communicable Disease Chart](#))

If a child becomes ill while at school:

- Parents will be notified immediately to pick up their child.
- Children who are ill will be isolated and cared for appropriately until a parent or guardian arrives.
- It is important that parents pick up their child promptly; a \$20 late fee will be assessed if a child is not picked up within 30 minutes of notification.
- Children will also be sent home if an illness or symptom prevents them from fully participating in classroom activities.

When can a child return?

A child may return to FBLC when:

- The child is free of all symptoms for at least 24 hours (must be fever-free without the use of medication). OR
- A health care professional's note states that the child no longer has an excludable disease or condition. (*Texas Minimum Standards, 746.3606*)

Communicable Diseases:

Please notify the Director immediately if your child is diagnosed with a communicable disease such as:

- Fifth's Disease
 - Hand, Foot and Mouth Disease
 - Impetigo
 - Head lice
 - Mononucleosis
 - Pink Eye
 - Scabies
 - Flu
 - Measles
 - Hepatitis A
 - Chickenpox
 - Strep Throat
 - COVID-19
 - Whooping Cough
- Or any other communicable disease

FBLC reserves the right to require a written clearance from your child's physician before your child can return to school. Please let your judgment err on the side of caution — we know you would want other parents to do the same for your child's health and safety. Parents will be notified within 48 hours if a child or staff member contracts a disease deemed notifiable by the Texas Department of State Health Services.



Medications, Creams & Sprays

For the safety of all children in our care, FBLC teachers may not administer any medication without written instructions from the parent or guardian.

Medication Authorization Requirements

- A Medication Authorization Form must be completed for any medication, including prescription and over-the-counter products.
- Prescription medication must have the pharmacy label attached (this includes EpiPens).
- Over-the-counter medication must be unopened when brought to the school.
- All medication must be:
 - Clearly labeled with the child's full name
 - In the original container
 - Not expired
 - Given only according to label directions, unless otherwise noted in writing by the child's health-care professional.
- EpiPens must have an Allergy Emergency Care Plan on file. All forms must be updated annually.

Creams, Ointments & Powders

- If a parent supplies over-the-counter powders, creams, ointments, or lotions, permission to use is implied.
- These products must not be left in the child's backpack and must be clearly labeled with the child's name.
- Sunscreen and insect repellent will not be applied by FBLC staff. If you would like your child to have these protections, please apply them at home before school.

Food / Allergic Reaction Policy

To protect the health and safety of all students with food allergies, FBLC requires:

- If your child has a diagnosed allergy, an Allergy Emergency Care Plan must be provided by your child's physician and submitted to the school.
- This plan will be kept on file and shared with your child's teachers and relevant staff to ensure everyone is aware of your child's needs.

In the event of an allergic reaction:

- Staff will immediately follow the child's Allergy Emergency Care Plan and physician's instructions, including administering any prescribed medication such as an EpiPen if needed.
- Staff are trained to respond quickly and will notify parents and emergency services as appropriate.

FBLC takes food allergies very seriously and partners closely with families to keep every child safe.

Health Check

Each morning, as children arrive, teachers will conduct a visual health assessment to identify any signs of illness, injury, or changes in behavior since the last date of attendance.

- Parents will be notified promptly if a child appears ill or injured.

This daily check helps ensure a safe and healthy environment for all FBLC students and staff.

Prevention of Child Abuse and Neglect

First Baptist Learning Center is committed to helping prevent child abuse and neglect, as required by the State of Texas.

- Annual Training: All FBLC teachers receive annual training on the prevention, recognition, and reporting of child abuse and neglect.
- Parent Awareness: FBLC encourages both parents and teachers to understand and identify the signs of abuse and neglect. Helpful resources are available through the Texas Department of Family and Protective Services (DFPS): [DFPS - Recognize the Signs of Child Abuse](#)

FBLC will always advocate for the safety and well-being of every child. If child abuse or neglect is ever suspected, teachers are encouraged (but not required) to inform the Director before filing a report.

Reporting Abuse or Neglect:

- If you have questions or concerns about possible abuse or neglect, please stop by the FBLC office for support.
- For more information or to make a report, visit DFPS – [Report Abuse or Neglect](#) or call the Texas Child Abuse Hotline at 1-800-252-5400.

First Baptist Learning Center is a Gang-Free Zone

FBLC is proud to be designated as a gang-free zone under Texas law.

A gang-free zone is a designated area—specifically within 1,000 feet of certain locations, including child care centers—where gang-related criminal activity is subject to increased penalties under the Texas Penal Code.

This designation helps protect the safety and well-being of our students, staff, and families by discouraging any gang-related activity near our campus.

For more details about what constitutes a gang-free zone, please refer to Sections 71.028 and 71.029 of the Texas Penal Code. [PENAL CODE CHAPTER 71. ORGANIZED CRIME](#)

Emergency Preparedness Plan

At First Baptist Learning Center, the safety of our children is our highest priority. All staff are expected to remain calm and follow procedures to ensure children's safety at all times.

General Guidelines

- Call 911 immediately for any emergency.
- Every classroom has a posted Evacuation Map.
- Each classroom is equipped with a Basic First Aid Kit (also inside your classroom backpack).
- Complete First Aid Kits are located in the laundry room.
- AEDs (Automated External Defibrillators) are located:
 - Upstairs near the elevator
 - Downstairs near the laundry room

Fire Emergencies

- Fire alarms and smoke detectors automatically notify the fire department.
- Class rolls and emergency contact info must be kept in the same place daily to grab quickly during drills or evacuations.
- Evacuate immediately using your posted evacuation route.
- Children under 24 months will be transported using evacuation cribs.
- Special accommodations will be made for children with special needs.
- If exiting the playground, ensure both gates are open and move everyone at least 50 feet from the building to the designated meeting spot.
- Account for each child with face-to-name recognition using your sign-in sheet.

Severe Weather

- Move children to the designated interior safe rooms shown on your evacuation map.
- Upstairs classrooms must move downstairs to the assigned safe rooms.
- Use your emergency flashlight (in each preschool cabinet and backpack).
- Follow relocation procedures if necessary.

**Lockdown Procedures:** If a lockdown is initiated,

- Move students from outdoor areas indoors (if safe to do so),
- Follow FBLC lockdown procedures
- Remain calm, quiet, low, and out of sight.

**Relocation Procedures**

- If the building must be evacuated:
 - Once all children and staff are accounted for, move to the Family Sports Center (FSC) gym.
 - Re-check attendance with face-to-name recognition.
 - Parents will be contacted to pick up their children at the FSC.
- If the entire church facility is unsafe:
 - Evacuate to: Hillcrest Christian Church 509 S. Graves St, McKinney, TX 7506 Phone: 972-542-6070
 - Children will walk there under staff supervision.
 - Parents will be called to pick up their children at Hillcrest.
 - For updates, parents can call First McKinney's main line: 972-542-0041.

**Discipline and Guidance Policy**

(Texas Administrative Code, [746.2805](#))

Discipline is best achieved by respect and positive reinforcement. At FBLC, we understand that each child is unique and handles discipline differently. We strive to find a variety of solutions to work with your child, including redirection, "Think Space", positive reinforcement, etc. Teachers will not use corporal punishment under any circumstances. It is unacceptable for our staff to handle disciplinary actions with negative verbal attacks and a harsh, loud tone of voice, or by withholding food, snacks, or outdoor playtime, unless the offense occurred while outside.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) 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 must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, outdoor play or toilet training;
3. Grabbing or pulling a child;
4. Pinching, shaking, or biting a child;
5. Hitting a child with a hand or an instrument;
6. Putting anything in or on a child's mouth;
7. Humiliating, ridiculing, rejecting, or yelling at a child;
8. Subjecting a child to harsh, abusive, or profane language;

9. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 10. Requiring a child to remain silent or inactive for inappropriately long periods of time;
 11. Withholding active play or keeping a child inside as a consequence for the behavior, unless the child is exhibiting behavior during active play that requires a 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;
 12. Placing a child in a restrictive device for a time-out.
- Losing active play is not an acceptable form of discipline—this causes issues for the child and the classroom dynamic. Unless an incident occurs on the playground, children should not sit out.
 - We will make every effort to handle discipline problems in the classroom. Occasionally, children may need to come to the director's office for a "break". If a child comes to the office, an Office Visit form will be completed and sent home with the parents. A copy of this form will remain in the child's file.
 - In situations where unacceptable behavior occurs repeatedly, a conference will be scheduled with parents, teachers, and administration. In extreme cases, when a child is placing his/herself, other children, and/or the environment in danger, the child may be asked to take a break from the program. The length of the break will be at the discretion of the Director. FBLC reserves the right to dismiss a child for serious behavior problems and/or aggressive behaviors or when it is in the best interest of the child. All possible means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

Biting Policy

At First Baptist Learning Center, we understand that biting is a normal stage of development for many young children — especially those who are teething or still developing language skills. Biting is most common between 13 and 24 months of age and is usually temporary.

Procedures

- If a child bites another child (whether or not the skin is broken), notify Administration immediately.
- An incident report must be completed for the child who bit.
- An incident report must be completed for the child who was bitten.
- Teachers will help both children involved feel safe, comforted, and supported.

Ongoing Biting

Each biting situation will be handled individually. If biting persists and attempts to redirect the behavior are not effective:

- The teacher and administration will partner with parents to develop a plan of action.
- If necessary, a child may be asked to take a temporary break from FBLC to ensure the safety and well-being of all children.

We appreciate families partnering with us to help young children grow through this normal developmental stage in a positive and supportive way.

Nutrition

Nutrition Standards for CACFP Meals and Snacks

- Parents must provide a healthy lunch and snack daily. FBLC is not responsible for the nutritional value or for meeting the child's dietary requirements.
- Drinking water is provided at every snack, meal, and after active play — please send a labeled water bottle for your child each day.

Students' Personal Belongings & Dress Code

- For children in 3-year-old classes or younger, parents must provide a small sleeping mat and light blanket for rest time.
- Parents must supply at least four diapers or pull-ups if needed.
- Label all personal items (first and last name) — this includes clothing, lunch boxes, water bottles, and rest mats.
- For safety, children must wear closed-toed shoes.
- We strongly recommend simple, washable play clothes that allow for freedom of movement and can handle messy activities.
- Clothing should be easy for the child to manage independently.
- Each child must have a complete change of clothes, including socks, kept in a large labeled Ziploc bag at school at all times. Replace spare clothes as needed and update them seasonally.
- Parents may be called to bring extra clothes if none are available in the child's backpack.
- For modesty and comfort, girls may wear shorts under dresses or skirts.

When planning your child's wardrobe:

- ✓ Think comfort & easy dressing
- ✓ Think washable for messy fun
- ✓ Think sturdy shoes for outdoor play

Toilet Training

FBLC believes that toilet training is an important milestone best achieved through teamwork between teachers and parents.

- Parents are asked to begin the potty-training process before their child enters a three-year-old classroom.
- If a child is still having regular accidents at school, parents must send the child in a Pull-Up until they are consistently using the toilet.
- Children will never be forced to use the toilet. Teachers will encourage and support, but never coerce.
- Children enrolled in a four-year-old class or Kindergarten must be fully potty-trained before attending.

FBLC appreciates each family's partnership in helping children gain independence and confidence in this area!

Separation Anxiety

- Separation anxiety is normal and age-appropriate.
- Our staff is trained to support children (and parents) through this adjustment period.
- Please keep goodbyes short and encouraging at the door — lingering can increase anxiety.

- Parents may call the FBLC administration to check in on their child at any time.



Breastfeeding

- A private nursing room is available on the northeast side of the building for parents who wish to nurse or provide breast milk.
- FBLC supports breastfeeding parents and teachers — staff who need to pump during the workday should speak with the Administration to coordinate classroom coverage.



Birthdays & Other Celebrations

- Birthday invitations may be handed out at school only if the entire class is invited.
- Birthday treats must be store-bought and teachers must be notified at least one day in advance to plan for allergies and schedule adjustments.
- FBLC hosts special celebrations for Christmas, Valentine's Day, and Easter. Parents may be asked to provide snacks or party items.
- During these events, we emphasize the Christian meaning — Jesus' birth at Christmas and His resurrection at Easter. Please avoid sending party items featuring Santa, the Easter Bunny, ghosts, goblins, or other scary Halloween characters.



Parent Conferences

- Kindergarten: Scheduled parent-teacher conferences will be held in the spring.
- Preschool: Conferences are available at any time upon request. Please reach out to your child's teacher or the office to schedule a time.



Parent Notification & Rights

Parents will always be informed of important information, policy updates, or any new policies.

In accordance with Senate Bill 1098, Section 42.0427 (Parent Rights):

As a parent or guardian, you have the right to:

- Enter and examine the child care facility during operating hours without advance notice.
- File a complaint about the childcare facility.
- Review the childcare facility's publicly accessible records.
- Review written records related specifically to your child.
- Receive inspection reports and information on how to access the facility's online compliance history.
- Require the facility to comply with any court order preventing another parent/guardian from visiting or removing the child.
- Receive the contact information for the local Child Care Regulation office.
- Inspect any video recordings of an alleged incident of abuse or neglect involving your child, provided:
 - Video of the incident exists.
 - You do not retain parts of the video showing other children.
 - Other parents/guardians in the video receive written notice before inspection.
- Obtain a copy of the childcare facility's policies and procedures handbook.
- Review the facility's staff training records and any in-house training curriculum.

- Exercise these rights without fear of retaliation by the facility.

Required Notifications

- Parents must receive written notice if other children appear in a video before inspection is allowed. Each parent must be provided with a written copy of these rights by their child's first day at the facility. [Parent+Rights+Attachment-1694031566691 \(1\).pdf](#)

Parent Involvement

FBLC values and welcomes parent involvement! Teachers will reach out when help is needed for special events or classroom activities. Parents are encouraged to share suggestions and feedback at any time. To keep families informed, FBLC uses the FBLC Facebook page and Procure as the main ways to share updates on activities, reminders, and events.

Parent Concerns

Parents should always feel comfortable discussing any questions or concerns directly with their child's teacher. If additional discussion is needed, please contact the office or make an appointment with the Director.

Parents are welcome to:

- Review a copy of the Minimum Standards and the most recent Licensing Inspection Report, posted on the wall.
- Contact the local State Licensing Authority at 1-800-582-6036 or visit The Department of Health and Human Services at 550 E. 15th Street, Suite 120, Plano, TX 75074.
- Report child abuse concerns to the Texas Department of Health and Human Services Child Abuse Hotline at 1-800-252-5400.

Staff Disclaimer

FBLC does not encourage families to hire our staff to provide childcare services outside of school hours. While our staff is highly qualified and well-trained, any childcare services provided outside of regular FBLC hours are strictly at the parents' discretion. FBLC assumes no responsibility or liability for teachers hired for private childcare, drop-off, pick-up, or any supervision outside of school hours.

Photography & Video Consent

- FBLC may take photos or videos during daily activities or special events for:
 - Newsletters
 - Publications
 - Teacher training
 - Website and social media
 - Promotional materials
 - Local media
- Parental permission is required for any child's photo/video use. Please see [26-27 Pg 4 Ad Consent.pdf](#)
- Images may only include general activity labels (e.g., "Circle Time," "Outdoor Play").

- No names, personal information, or contact details will ever appear with photos or videos.

Transportation, Field Trips & Animal Policy

- FBLC does not provide transportation, off-site field trips, or swimming activities.
- Dogs, Cats, or any type of animal are not allowed in or outside the center unless they have proper documentation from a veterinarian and prior approval from the Director.
- Teachers must confirm any student allergies before bringing an approved animal into the classroom. Parents will be notified in advance when an animal will be present.
- FBLC may offer nature walks and outdoor learning activities on and around the church campus only.

Water Procedures

- FBLC uses sand and water tables in the outdoor classroom and occasionally inside the classroom.
- Special events may include sprinkler play, water bucket play, or small wading pools.
- Water depth will never exceed 2 feet.

Physical Activity

- FBLC strongly supports daily physical activity as essential for every child's health and development.
- Daily physical activity helps build healthy bones and muscles, improves strength and endurance, supports a healthy weight, reduces stress and anxiety, boosts self-esteem, and can even benefit academic performance.
- Children will participate in at least one hour of moderate to vigorous active play daily.
- Activities may include running, climbing, dancing, skipping, jumping, and other movements appropriate for each child's abilities.
- Active play may take place outdoors (weather permitting), in the classroom, on the indoor playground, or in the children's theater.
- When the weather does not allow for outdoor play, planned indoor physical activities will take place during the scheduled outside time.
- Drinking water stations are available in outdoor play areas to keep children hydrated.

Outdoor Classroom Procedures

Active play is both important and vital for children. We play outdoors regularly during both the summer and winter months. Weather permitting, children are expected to go outside every day. Dress is left up to the discretion of the parent; however, for the safety of the child, the shoes should be suitable for our outdoor play surface. A jacket, coat, etc., is recommended during cold months. See attached weather guidelines.

Weather Monitoring Policy

Part of FBLC's daily routine is to monitor weather conditions to plan safe and enjoyable outdoor learning and play. The guidelines below follow National Weather Service (NWS) standards and help teachers and staff make informed decisions for educational and recreational activities throughout the day.

General Guidelines

- If the weather is unsuitable, students will have gross motor playtime indoors in the Indoor Playground or Children's Theater.
- If a student does not have appropriate outerwear, teachers will contact parents to bring necessary items to school.
- Students are encouraged to drink plenty of water before, during, and after outdoor activities and to take regular breaks as needed.
- Efforts will be made to ensure that all staff are aware of signs, symptoms, and treatment procedures for heat- and cold-related illnesses.

Approved Weather Sources

FBLC administrators and staff will utilize one of the following sites to access current weather conditions for McKinney and Collin County:

The Weather Channel App	Temperature website: https://forecast.weather.gov or https://weather.com using 75069 zip code	Air Quality (Ozone) website: https://www.airnow.gov
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Lightning Guidelines

All students should be moved inside at the sound of thunder or the sighting of a lightning strike. All students should be kept inside for 30 minutes after the last sound of thunder and/or lightning strikes. If thunder is heard or lightning is seen during those 30 minutes, the clock starts over. There must be 30 minutes of continuous absence of thunder and/or lightning before students are allowed back outside.

Ozone Guidelines



All students may participate in outdoor activity



All students may participate in outdoor activity; however, students with known or suspected sensitivities should be limited to 20 minutes or less of outdoor play.



Limit outdoor activity to low levels for no more than 20 minutes for all students.



All students should be kept indoors

☀ Heat Weather Guidelines



Comfortable outdoor play
>20 min



Caution outdoor play
20 min or less



Danger
No outdoor play

Up to 89 degrees

90 degrees- 99 degrees

100 degrees +

- Keep in mind that temperature and humidity combined determine the possible risk of heat-related injury for students.

❄ Cold Weather Guidelines



Comfortable outdoor play
>20 min



Caution outdoor play
20 min or less



Danger
No outdoor play

35 degrees - higher

34 degrees- 25 degrees

lower than 25 degrees

- Keep in mind that air temperature and wind speed combined will determine the length of outdoor play during cold conditions.
- In the event of snow, children may be allowed to go outside.
- Parents are encouraged to dress children in appropriate cold-weather clothing, including dressing in layers, hats, and mittens during the cold weather months.

REFERENCES:

The Weather Channel App	Child Care Weather Watch	Centers For Disease Control (CDC)	National Weather Service Guidelines for Children	McKinney Independent School District
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